Spring 2008-2009 School Year

STI PD AL

PD Manager User Manual

Information in this document is subject to change without notice. Student and school data used herein are fictitious unless otherwise noted.

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This document was last modified on April 28, 2009. Any subsequent changes made to the STI applications described herein will be discussed in the release notes that accompany each product's update.

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Overview

About this Document

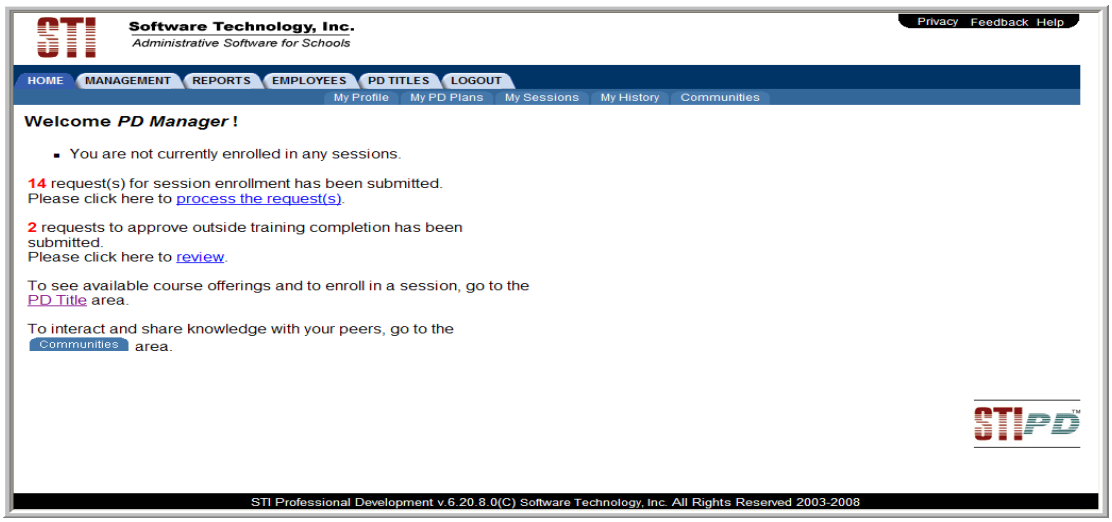
This document provides an overview of functions that PD Managers may perform in the STI PD program. Please note that there are a few management roles in the STI PD program. One role is the role of *PD Manager*, which gives a manager access to manage any employee's or professional development for the entire school district or LEA.

Terminology of Classes and Sections

In some states, the words *PD Titles* and *PD Sessions* are used to signify the PD titles and sessions that are taught. In other states, the terms *Courses* and *Class Sessions* may be used. There is not a difference in the functionality; the only difference is the terminology used.

Home Tab

Getting Started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Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
My Profile My PD Plans My Sessions My History Communities
Welcome PD Manager !
You are not currently enrolled in any sessions.
14 request(s) for session enrollment has been submitted.
Please click here to process the request(s).
2 requests to approve outside training completion has been submitted.
Please click here to review.
To see available course offerings and to enroll in a session, go to the PD Title area.
To interact and share knowledge with your peers, go to the Communities area.
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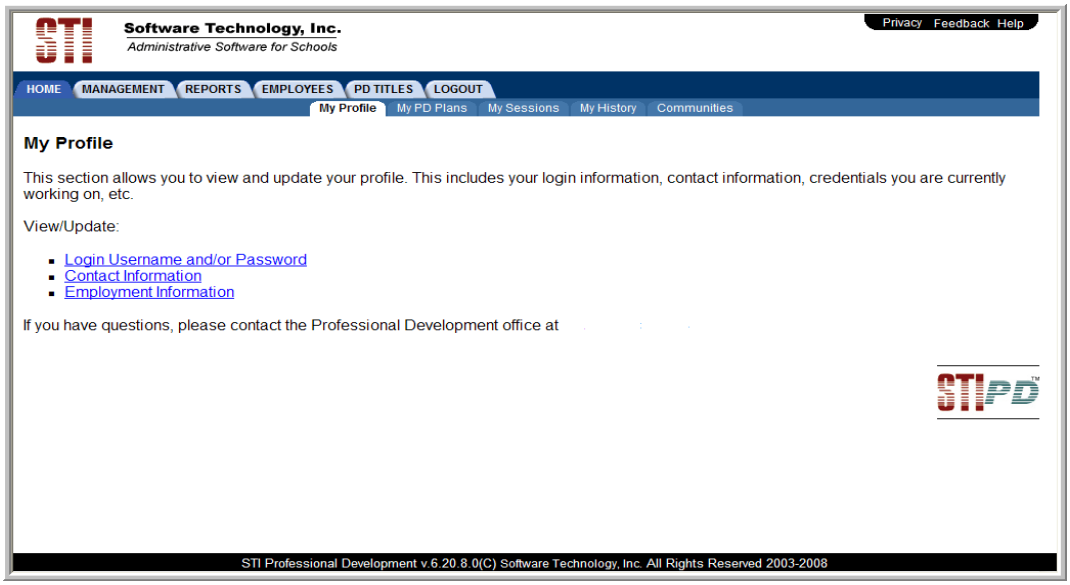
My Profile: Editing Your Profile

This area allows users to manage basic aspects of their individual profile, such as Login Information, Contact Information and Employment Information.

- **Step 1**: To view or edit your Profile click on the **My Profile** link on the menu bar under the *Home* tab.
- **Step 2**: Click on one of the three links available to view/edit your profile information.
- **Step 3**: View or edit your information. There are three options to choose from:

- **Login Username and/or Password** - allows you to change your login name and/or password used to log in to the STI PD program.
- **Contact Information** - allows you to view/update your contact information, such as Name, Address, Date of Birth, Phone, etc.
- **Employment Information** - allows you to view/update basic employee information such as Grades Taught, Credentials in progress, Career Objective, Classes taught, etc.



My PD Plans: Creating PD Plans

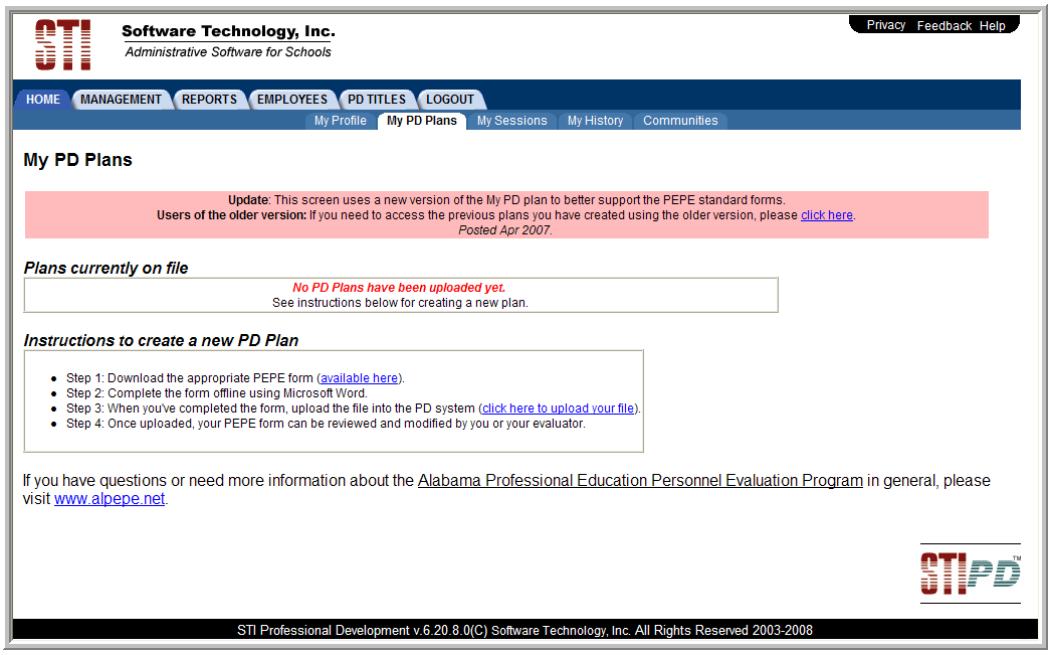
This area allows users to view, create, and manage any Professional Development plans that have been created.

To view or manage your PD Plans, click on the **My PD Plan** link on the menu bar under the *Home* tab.

Creating a New Professional Development Plan

- Step 1: Click the **Create a new PD Plan** link.
- Step 2: In the *Create New PD Plan* screen, fill out the appropriate information.
  - Plan Type: Select a Plan Type for the type of plan you are creating. Options include *AL PEPE*, *LEA* or *PERSONAL*.
  - Plan Name: Enter a meaningful name for this plan.
  - Position (optional): Enter your job at the time of this plan.
  - Date Range: Enter a date range for which this PD Plan will be applicable.
  - Status: Select a current status for this Plan (*Pending*, *Active* or *Inactive*).

- When finished click the **Create Now** button to create your Plan.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Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
My Profile My PD Plans My Sessions My History Communities
My PD Plans
Update: This screen uses a new version of the My PD plan to better support the PEPE standard forms.
Users of the older version: If you need to access the previous plans you have created using the older version, please click here.
Posted Apr 2007.
Plans currently on file
No PD Plans have been uploaded yet.
See instructions below for creating a new plan.
Instructions to create a new PD Plan
Step 1: Download the appropriate PEPE form (available here).
Step 2: Complete the form offline using Microsoft Word.
Step 3: When you've completed the form, upload the file into the PD system (click here to upload your file).
Step 4: Once uploaded, your PEPE form can be reviewed and modified by you or your evaluator.
If you have questions or need more information about the Alabama Professional Education Personnel Evaluation Program in general, please visit www.alpepe.net.
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Note: Any PD Plans you have created will display in the *My PD Plans* screen. Each plan will display under the appropriate status. Some examples are shown below.

Managing a Professional Development Plan

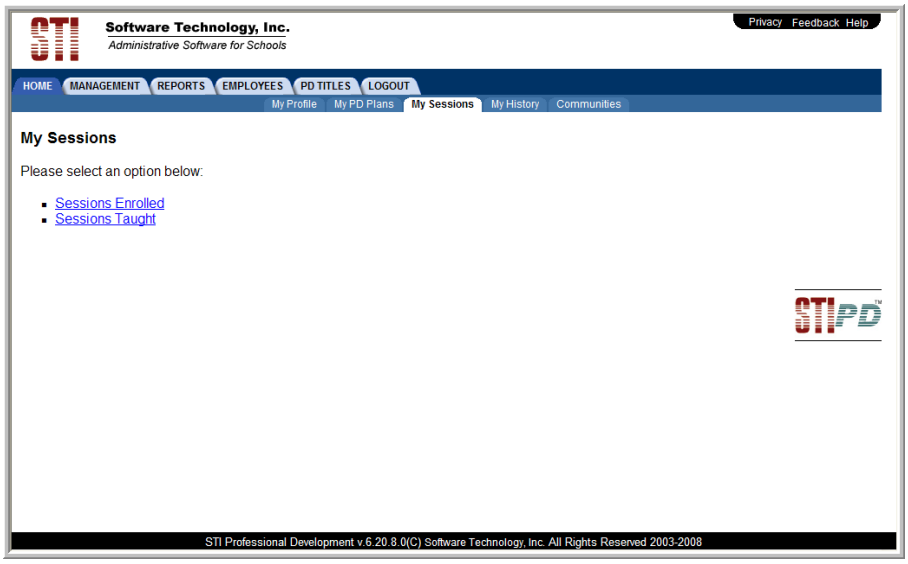
Now that you have created a PD Plan, you may manage that plan by clicking the **Manage** or **Edit** links provided.

- **Step 1**: Click on the **Manage** link to manage this plan.
- **Step 2**: To add a new area to the plan, click the **New Area** link.
- **Step 3**: Select the area type and give it a name that is meaningful to you. Also, you may type in the PD Goals & Objectives; select Goals & Objectives by Reference; type in any proposed activities; add Proposed PD Titles; enter a timeline; type in the appropriate Assessment Methods; and add Progress Check Dates.
- **Step 4**: When you are done, click the **Save** button. If desired, you may also **Cancel** your changes or completely **Delete** the area.

My Sessions: Viewing the Session Schedule Calendar

This area allows users to view what PD class sessions are being offered on specific dates. They can view this in a calendar view or a list view.

- **Step 1**: To view your schedule of sessions, click the **My Sessions** link on the menu bar under the *Home* tab.
- **Step 2**: Choose the session you wish to view: *Sessions Enrolled* (sessions you are enrolled in to attend) or *Sessions Taught* (sessions in which you are the lead instructor).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My Sessions
Please select an option below:
Sessions Enrolled
Sessions Taught
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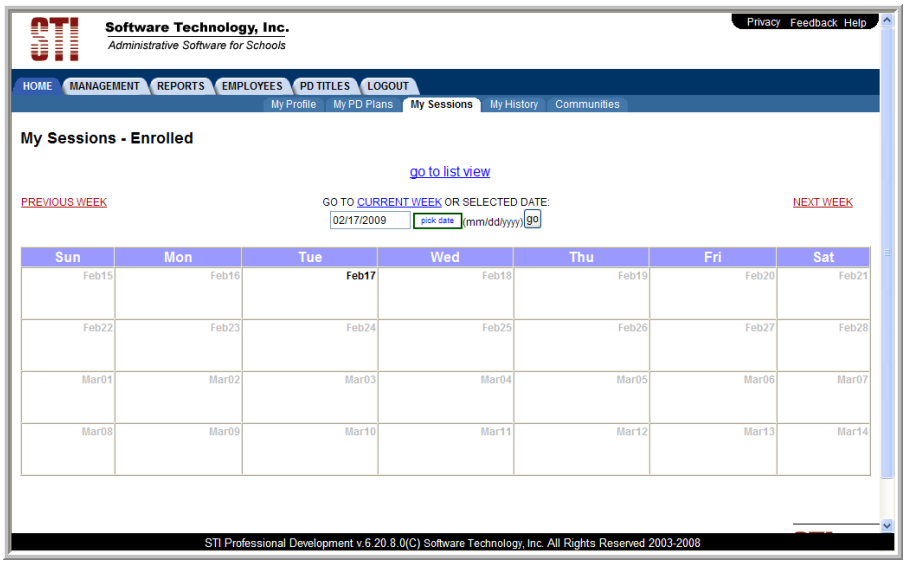
- **Step 3**: To view the details of a specific session in the calendar, click on that session.

Note: You may use the navigational links (**Previous Week**, **Next Week** or **Current Week**) above the calendar to move to different weeks. You may also view sessions in a list view by clicking the **Go to List View** link.

- **Step 4**: If you would like to indicate a time of year during which a session could be offered to better suit your needs, click on the **Submit Session Request** button in the top right corner of the *Session Information* screen.
- **Step 5**: At the bottom of the screen, you may view any previous session requests that you have made. These requests may be deleted at any time if desired.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My Profile My PD Plans My Sessions My History Communities
My Sessions - Enrolled
go to list view
PREVIOUS WEEK
GO TO CURRENT WEEK OR SELECTED DATE:
02/17/2009 pick date (mm/dd/yyyy) go
NEXT WEEK
Sun Mon Tue Wed Thu Fri Sat
Feb15 Feb16 Feb17 Feb18 Feb19 Feb20 Feb21
Feb22 Feb23 Feb24 Feb25 Feb26 Feb27 Feb28
Mar01 Mar02 Mar03 Mar04 Mar05 Mar06 Mar07
Mar08 Mar09 Mar10 Mar11 Mar12 Mar13 Mar14
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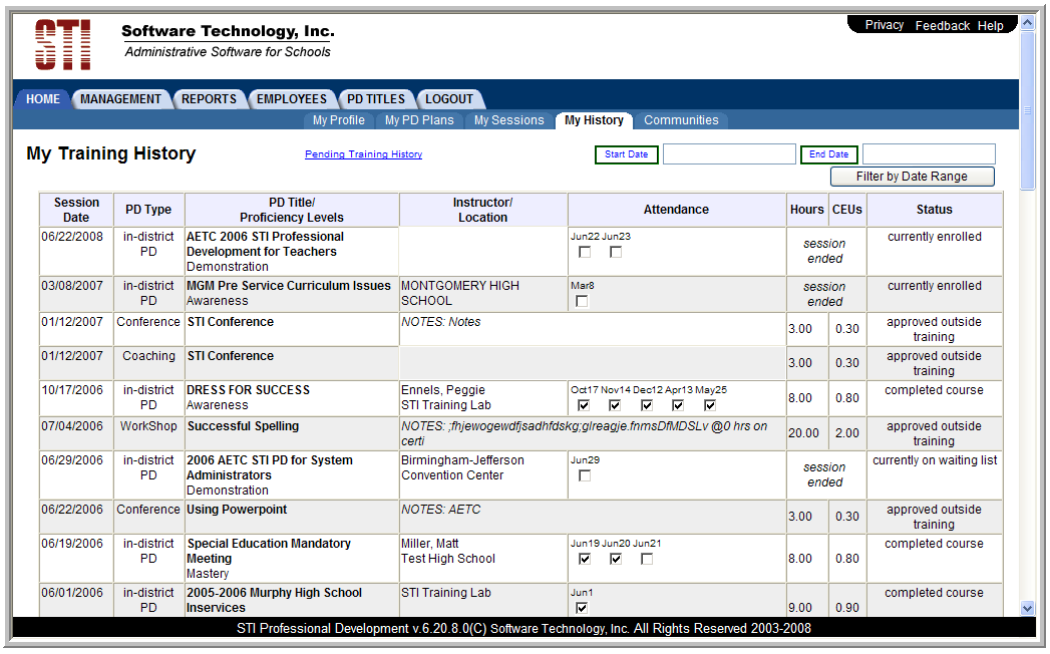
My History: Viewing Training History

This area allows users to track their personal Training History and keep up with the number of Credit/Hours they have earned. This gives a list of any sessions an employee has attended, along with the Credit/Hours they have earned for that session.

- **Step 1**: To view your training history, click on the **My History** link on the menu bar under the *Home* tab.

Note: The training history screen outlines the name, date and location of your training sessions. In addition, your proficiency level, attendance, points, credits and status are provided. To filter your history by date range, enter the desired dates in the *Start Date* and *End Date* fields and then click the **Filter by Date Range** button. You may leave one or both fields empty.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HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
My Profile My PD Plans My Sessions My History Communities
My Training History
Pending Training History
Start Date
End Date
Filter by Date Range
Session Date | PD Type | PD Title/ Proficiency Levels | Instructor/ Location | Attendance | Hours | CEUs | Status
06/22/2008 | in-district PD | AETC 2006 STI Professional Development for Teachers Demonstration | | Jun22 Jun23 | session ended | | currently enrolled
03/08/2007 | in-district PD | MGM Pre Service Curriculum Issues Awareness | MONTGOMERY HIGH SCHOOL | Mar8 | session ended | | currently enrolled
01/12/2007 | Conference | STI Conference | NOTES: Notes | | 3.00 | 0.30 | approved outside training
01/12/2007 | Coaching | STI Conference | | | 3.00 | 0.30 | approved outside training
10/17/2006 | in-district PD | DRESS FOR SUCCESS Awareness | Ennels, Peggie STI Training Lab | Oct17 Nov14 Dec12 Apr13 May25 | 8.00 | 0.80 | completed course
07/04/2006 | WorkShop | Successful Spelling | NOTES: ;fhjewogewdfjsadhfdskg;glreagje.fnmsDfMDSLv @0 hrs on certi | | 20.00 | 2.00 | approved outside training
06/29/2006 | in-district PD | 2006 AETC STI PD for System Administrators Demonstration | Birmingham-Jefferson Convention Center | Jun29 | session ended | | currently on waiting list
06/22/2006 | Conference | Using Powerpoint | NOTES: AETC | | 3.00 | 0.30 | approved outside training
06/19/2006 | in-district PD | Special Education Mandatory Meeting Mastery | Miller, Matt Test High School | Jun19 Jun20 Jun21 | 8.00 | 0.80 | completed course
06/01/2006 | in-district PD | 2005-2006 Murphy High School Inservices | STI Training Lab | Jun1 | 9.00 | 0.90 | completed course
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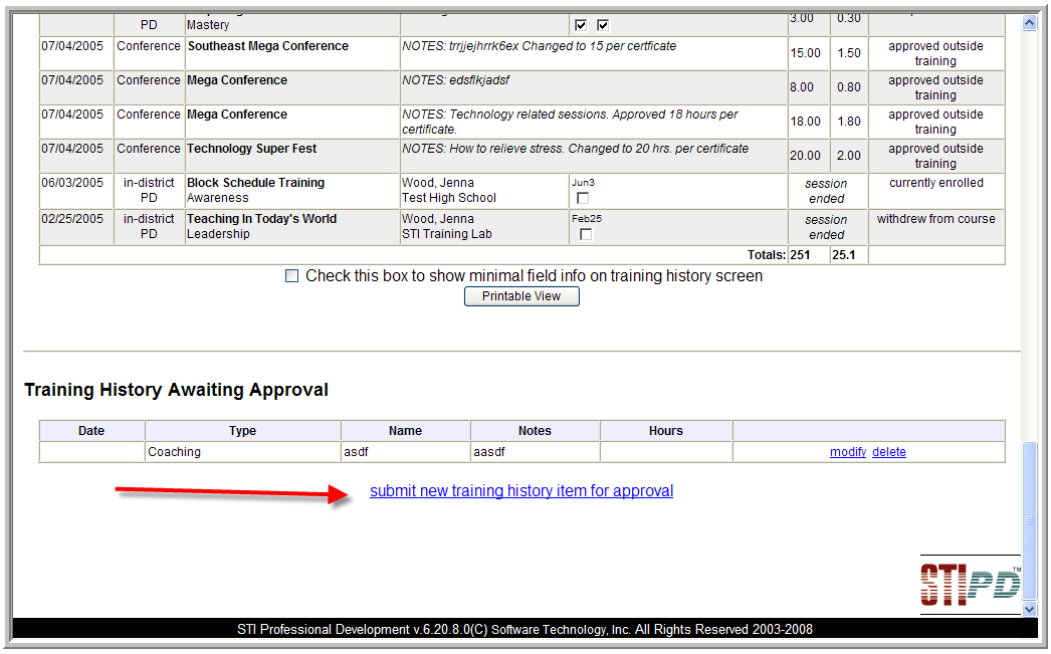
- **Step 2**: You may scroll to the bottom of the page to view and submit new training items for approval. These history items are generally items that take place outside your LEA but this could also be used for any other history items as well.

- **Step 3**: Click **Submit New Training History Item For Approval** to add items to be approved for your history.

Note: These additional sessions will then be added as pending approval items from your manager to approve.


PD Mastery 3.00 0.30
07/04/2005 Conference Southeast Mega Conference NOTES: trrjjejhrrk6ex Changed to 15 per certficate 15.00 1.50 approved outside training
07/04/2005 Conference Mega Conference NOTES: edsflkjadsf 8.00 0.80 approved outside training
07/04/2005 Conference Mega Conference NOTES: Technology related sessions. Approved 18 hours per certificate. 18.00 1.80 approved outside training
07/04/2005 Conference Technology Super Fest NOTES: How to relieve stress. Changed to 20 hrs. per certificate 20.00 2.00 approved outside training
06/03/2005 in-district PD Block Schedule Training Awareness Wood, Jenna Test High School Jun3 session ended currently enrolled
02/25/2005 in-district PD Teaching In Today's World Leadership Wood, Jenna STI Training Lab Feb25 session ended withdrew from course
Totals: 251 25.1
Check this box to show minimal field info on training history screen
Printable View
Training History Awaiting Approval
Date Type Name Notes Hours
Coaching asdf aasdf modify delete
submit new training history item for approval
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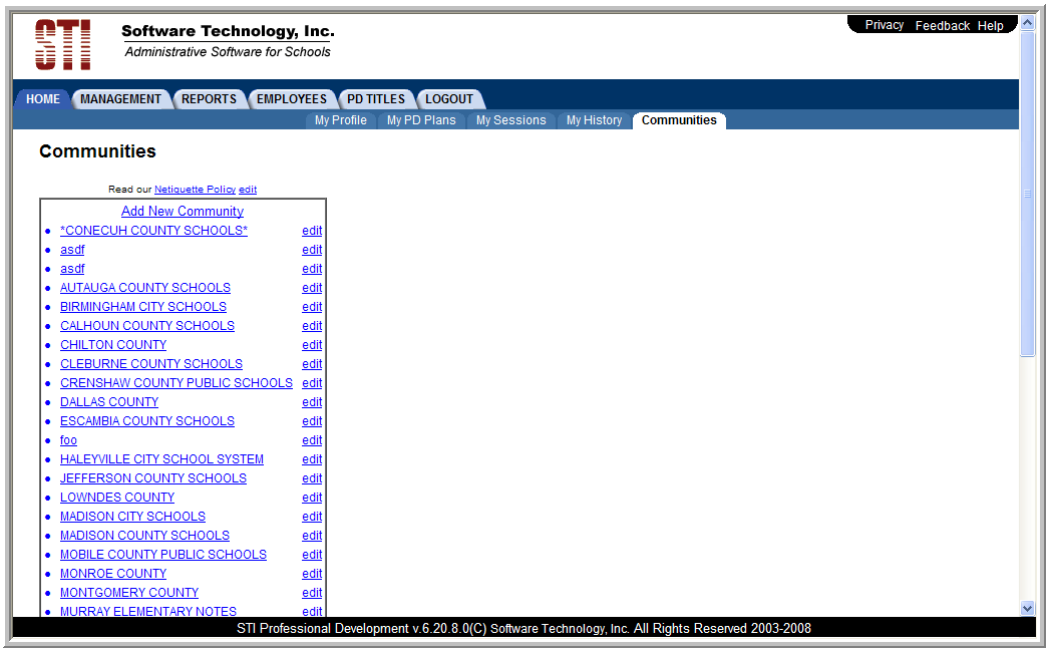
Communities: Learning Communities

The *Learning Communities* feature is provided to allow employees to post messages for other employees to view. Learning communities may be accessed from either **Communities** link.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HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
My Profile My PD Plans My Sessions My History Communities
Communities
Read our Netiquette Policy edit
Add New Community
CONECUH COUNTY SCHOOLS edit
asdf edit
asdf edit
AUTAUGA COUNTY SCHOOLS edit
BIRMINGHAM CITY SCHOOLS edit
CALHOUN COUNTY SCHOOLS edit
CHILTON COUNTY edit
CLEBURNE COUNTY SCHOOLS edit
CRENSHAW COUNTY PUBLIC SCHOOLS edit
DALLAS COUNTY edit
ESCAMBIA COUNTY SCHOOLS edit
foo edit
HALEYVILLE CITY SCHOOL SYSTEM edit
JEFFERSON COUNTY SCHOOLS edit
LOWNDES COUNTY edit
MADISON CITY SCHOOLS edit
MADISON COUNTY SCHOOLS edit
MOBILE COUNTY PUBLIC SCHOOLS edit
MONROE COUNTY edit
MONTGOMERY COUNTY edit
MURRAY ELEMENTARY NOTES edit
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Management Tab

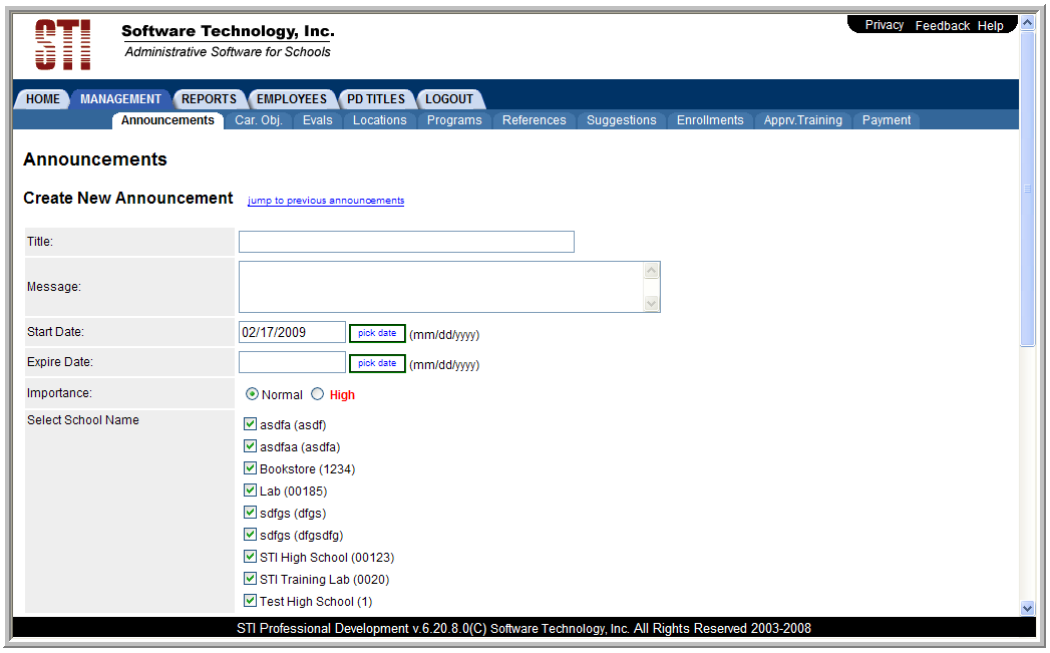
Most management options may be accessed by clicking the *Management* tab in the main menu. The *Management Tools* page will open.

Announcements

Announcements allow a manager to post announcements that employees will see on the Home screen when logged into STI PD.

To create an announcement, click the **Announcements** link or tab and perform the steps listed below. Announcements you create may be viewed only by those users who belong to your LEA.

- Give the announcement a title. In the *Message* box, enter any text you wish to display for users upon login.
- Click the **Pick Date** buttons and select the beginning and ending dates to set the duration of the announcement's display. Announcements will display from 12:01 a.m. of the specified Start Date until 12:01 a.m. of the specified Expire Date.
- Click the **Create Announcement** button.
- You may view and **Delete** previous announcements in the list below.

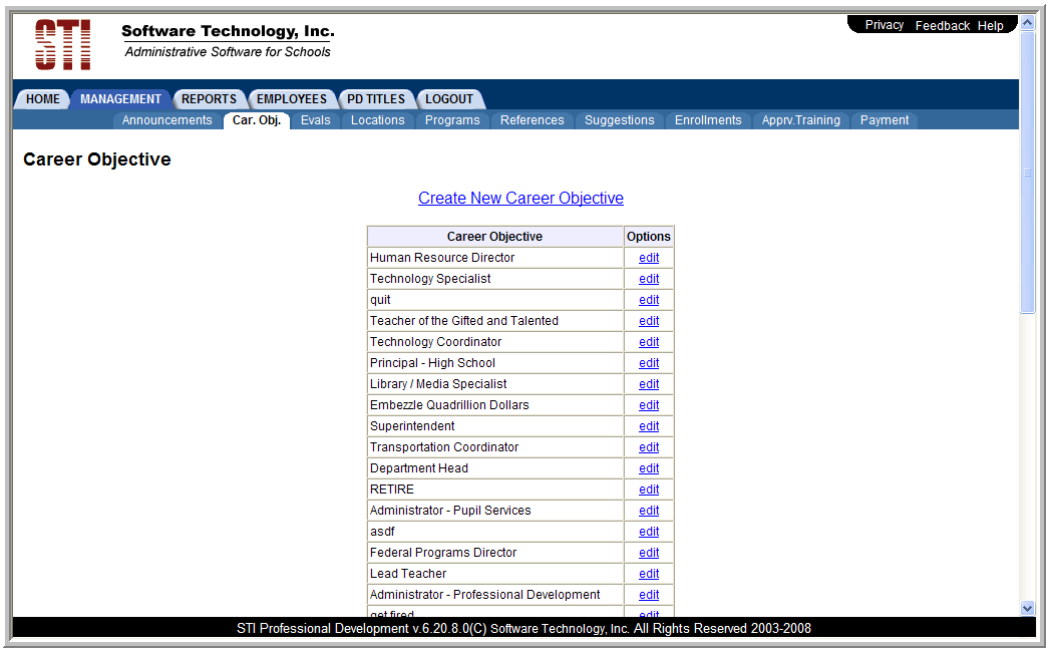


Career Objectives

Managers can create Career Objectives that may be attached to an employee's profile to track any career objectives that an employee has.

This tab allows a manager to create additional Career Objectives. The Career Objectives listed here may be selected in the *Career Objectives* field in the *Employee Profile*. Note that some Career Objectives are pre-installed in the STI PD program.

- To modify an existing objective, click the **edit** button.
- Click **Create New Career Objective** to add a new Career Objective to the list.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HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Career Objective
Create New Career Objective
Career Objective
Options
Human Resource Director edit
Technology Specialist edit
quit edit
Teacher of the Gifted and Talented edit
Technology Coordinator edit
Principal - High School edit
Library / Media Specialist edit
Embezzle Quadrillion Dollars edit
Superintendent edit
Transportation Coordinator edit
Department Head edit
RETIRE edit
Administrator - Pupil Services edit
asdf edit
Federal Programs Director edit
Lead Teacher edit
Administrator - Professional Development edit
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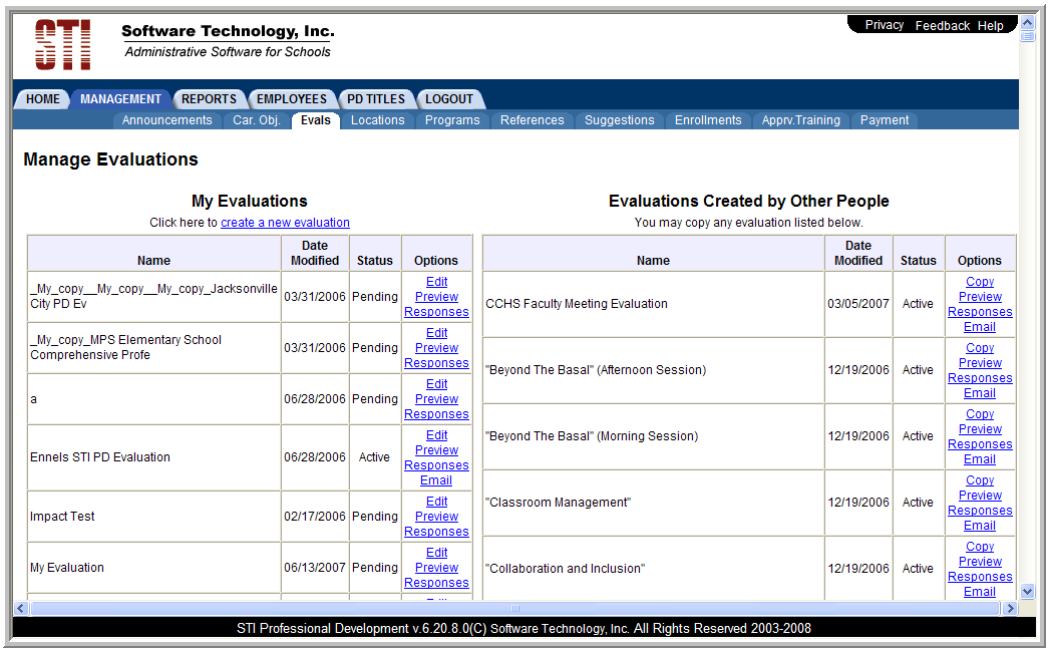
Evaluations

In this area, managers can create, view and manage evaluations to evaluate PD sessions, PD Titles, and Instructors.

The *Evaluations* tab will list any evaluations that have been created. Here you may edit, preview, view responses or e-mail the evaluation to participants.

Evaluations may be attached to PD sessions or e-mailed to employees to evaluate sessions, PD Titles, instructors, etc.

- There are two views in the *Manage Evaluations* screen. You may view evaluations you have personally created under the *My Evaluations* side of the screen (left side). On the right side of the screen, you will see evaluations created by other users. Note that evaluations created by other users not only pertain to others in your LEA but also (for some states) other LEA's in your state as well. You are permitted to copy, email and view anonymous responses of evaluations created by others.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Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Manage Evaluations
My Evaluations
Click here to create a new evaluation
Name | Date Modified | Status | Options
_My_copy__My_copy__My_copy_Jacksonville City PD Ev | 03/31/2006 | Pending | Edit Preview Responses
_My_copy_MPS Elementary School Comprehensive Profe | 03/31/2006 | Pending | Edit Preview Responses
a | 06/28/2006 | Pending | Edit Preview Responses
Ennels STI PD Evaluation | 06/28/2006 | Active | Edit Preview Responses Email
Impact Test | 02/17/2006 | Pending | Edit Preview Responses
My Evaluation | 06/13/2007 | Pending | Edit Preview Responses
Evaluations Created by Other People
You may copy any evaluation listed below.
Name | Date Modified | Status | Options
CCHS Faculty Meeting Evaluation | 03/05/2007 | Active | Copy Preview Responses Email
"Beyond The Basal" (Afternoon Session) | 12/19/2006 | Active | Copy Preview Responses Email
"Beyond The Basal" (Morning Session) | 12/19/2006 | Active | Copy Preview Responses Email
"Classroom Management" | 12/19/2006 | Active | Copy Preview Responses Email
"Collaboration and Inclusion" | 12/19/2006 | Active | Copy Preview Responses Email
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Creating a New Evaluation

- Click **Create a New Evaluation**. In the next screen, enter the name and description of the evaluation and click the **Continue** button.
- Enter your list of questions in the area provided for question text. Then choose an answer set to apply to that question. You may add or edit answer sets as well.

Note: The evaluation status should be flagged as Active if you wish to attach the evaluation to a class or e-mail it to a list of participants.

- After you have made any changes to an evaluation, be sure to click the **Update** button to save those changes.

Managing Evaluations

Once an evaluation has been created, you may choose to **Edit** the evaluation or **Preview** it; view **Responses** of the evaluation; and **Email** the evaluation to employees.

- **Edit**: Editing an evaluation is essentially the same as creating one. You may modify, add or delete questions in your evaluation. Be sure to click the **Update** button after any changes are made.
- **Preview**: Allows you to preview how the evaluation appears to those who take the evaluation.

- **Responses**: Allows you to view anonymous responses to the evaluation. You may see responses for specific sessions or dates; or you may view all responses that have been given for that evaluation.
- **Email**: Gives you the ability to e-mail an evaluation to employees for them to take the evaluation. Responses are saved under *E-mailed Evaluations*.

Copying Evaluations

You may copy any evaluations created by other users. To do this, click on the **Copy** link next to any evaluation that you want to make a copy of.

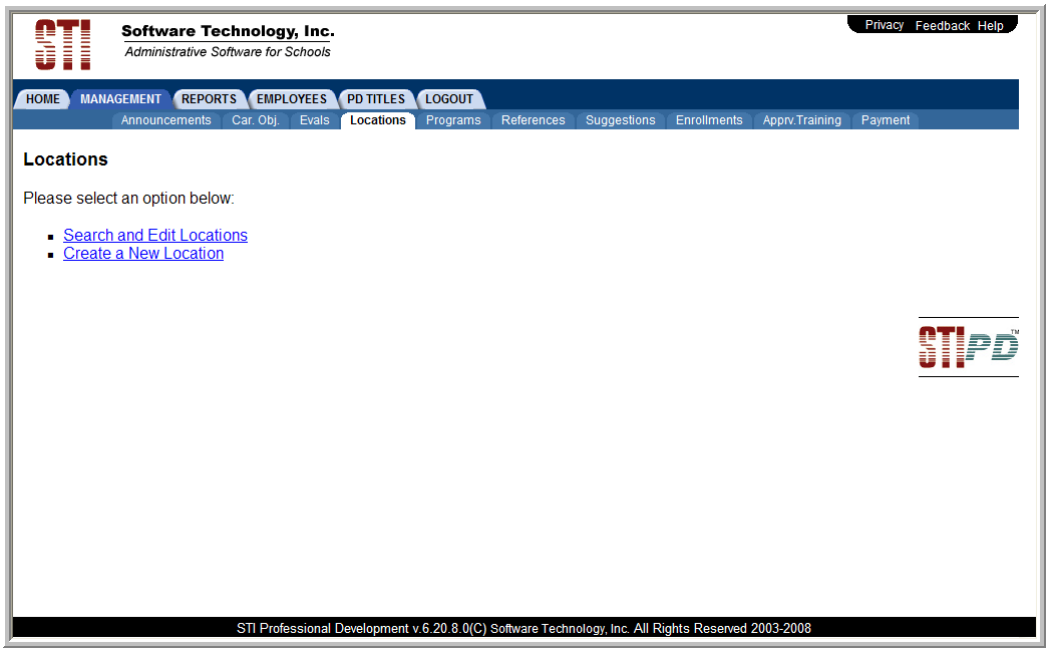
Once you have done this, a new evaluation will be placed in *My Evaluations* under the name of *_My_Copy_*(name of evaluation you copied). You may then edit that evaluation and rename it.

Locations

Locations exist in the program to track the Location in which employees reside (i.e. *High School*, *Elementary School*, etc) and to track the locations in which training sessions take place.

Locations (school sites) are usually imported into the database as part of the data import during the pre-implementation process. A manager may search and edit existing locations or create a new location.

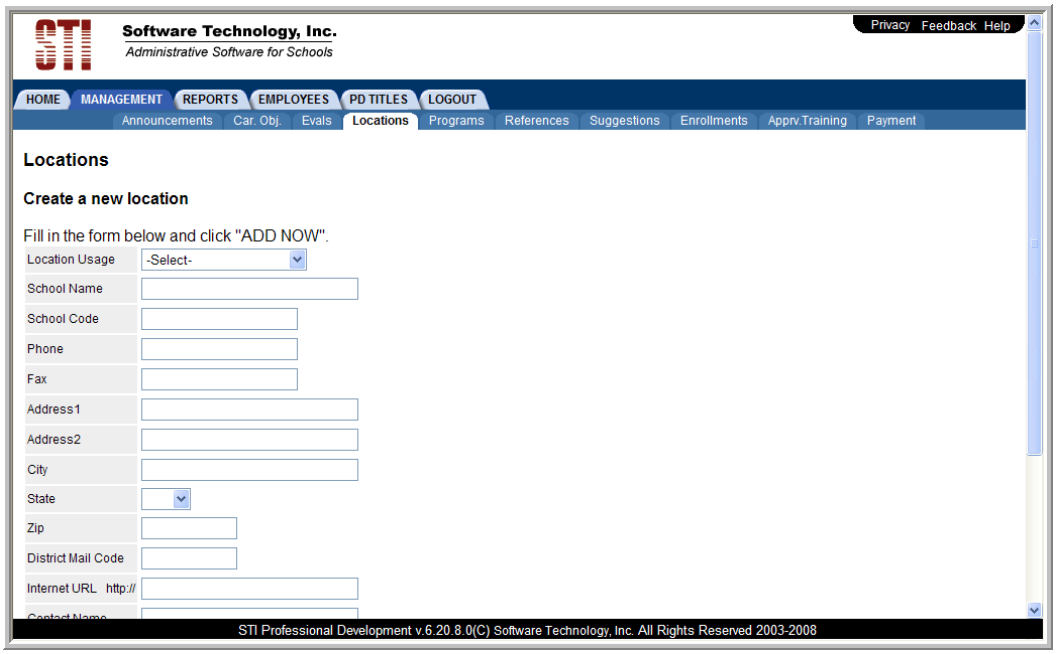
Note: It may be necessary to enter district office locations.



Creating a New Location

- Click **Create a New Location**: When a new location is added, select the **Location Usage** from the pull-down menu.
- The *School Code* is the cost center code for the location.
- An internet URL should be specified if there is a Web site associated with the location.
- You may enter the LEA for the location if you are a State PD Manager. Otherwise, it will be filled in for you.
- Click **Add Now** when all appropriate information has been entered.

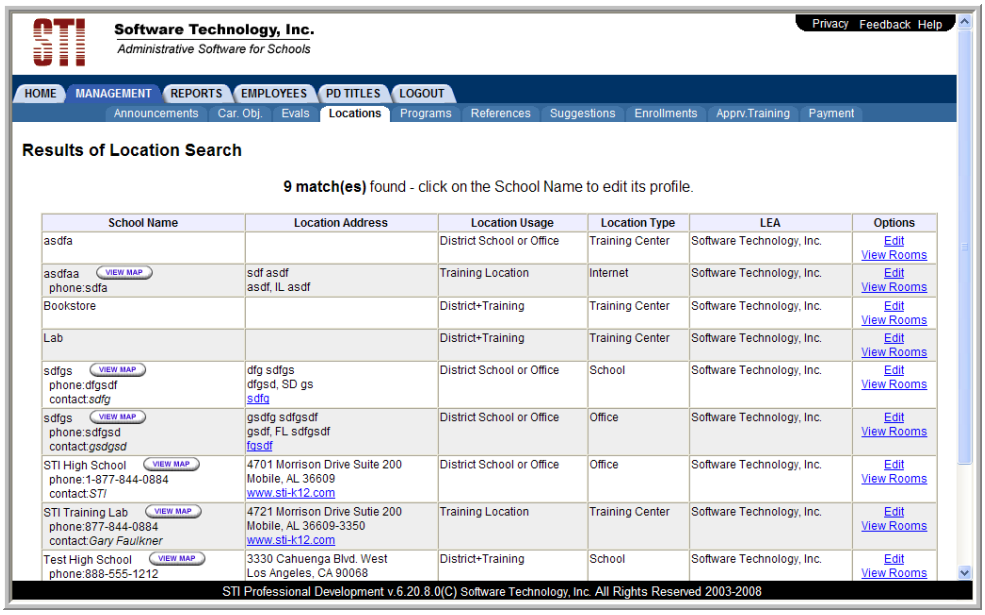
Note: For *Location Usage*, only locations specified as *District+Training* or *Training Location* are available as locations to which sessions may be assigned. Only those specified as *District+Training* or *District School* or *Office* are available as locations which users may be assigned.



Search and Edit Locations

You may search and edit locations by clicking on the **Search and Edit Locations** link. From the search screen, you may enter criteria to search for locations. Leave search fields blank to view all locations.

- You may edit a location by clicking the **Edit** link provided.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Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Results of Location Search
9 match(es) found - click on the School Name to edit its profile.
School Name | Location Address | Location Usage | Location Type | LEA | Options
asdfa | | District School or Office | Training Center | Software Technology, Inc. | Edit View Rooms
asdfaa VIEW MAP phone:sdfa | sdf asdf asdf, IL asdf | Training Location | Internet | Software Technology, Inc. | Edit View Rooms
Bookstore | | District+Training | Training Center | Software Technology, Inc. | Edit View Rooms
Lab | | District+Training | Training Center | Software Technology, Inc. | Edit View Rooms
sdfgs VIEW MAP phone:dfgsdf contact:sdfg | dfg sdfgs dfgsd, SD gs sdfg | District School or Office | School | Software Technology, Inc. | Edit View Rooms
sdfgs VIEW MAP phone:sdfgsd contact:gsdgsd | gsdfg sdfgsdf gsdf, FL sdfgsdf fgsdf | District School or Office | Office | Software Technology, Inc. | Edit View Rooms
STI High School VIEW MAP phone:1-877-844-0884 contact:STI | 4701 Morrison Drive Suite 200 Mobile, AL 36609 www.sti-k12.com | District School or Office | Office | Software Technology, Inc. | Edit View Rooms
STI Training Lab VIEW MAP phone:877-844-0884 contact:Gary Faulkner | 4721 Morrison Drive Sutie 200 Mobile, AL 36609-3350 www.sti-k12.com | Training Location | Training Center | Software Technology, Inc. | Edit View Rooms
Test High School VIEW MAP phone:888-555-1212 | 3330 Cahuenga Blvd. West Los Angeles, CA 90068 | District+Training | School | Software Technology, Inc. | Edit View Rooms
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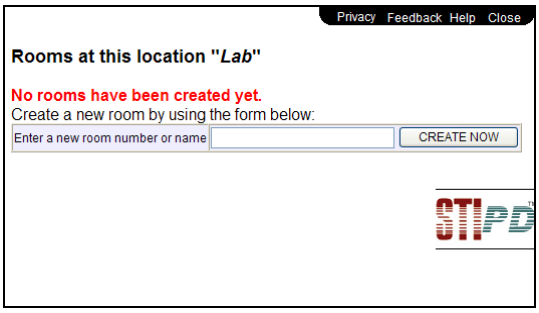
- You may add rooms to a location by clicking the **View Rooms** link. This allows you to specify rooms in which a training session will occur at this location. When creating and editing a session, the actual room where the session will occur may be specified (in addition to the location).

Note: If the desired room has not been previously entered, the user may select **Other** and enter a new room name when creating a session. The system will create the specified room during the scheduling of the session.

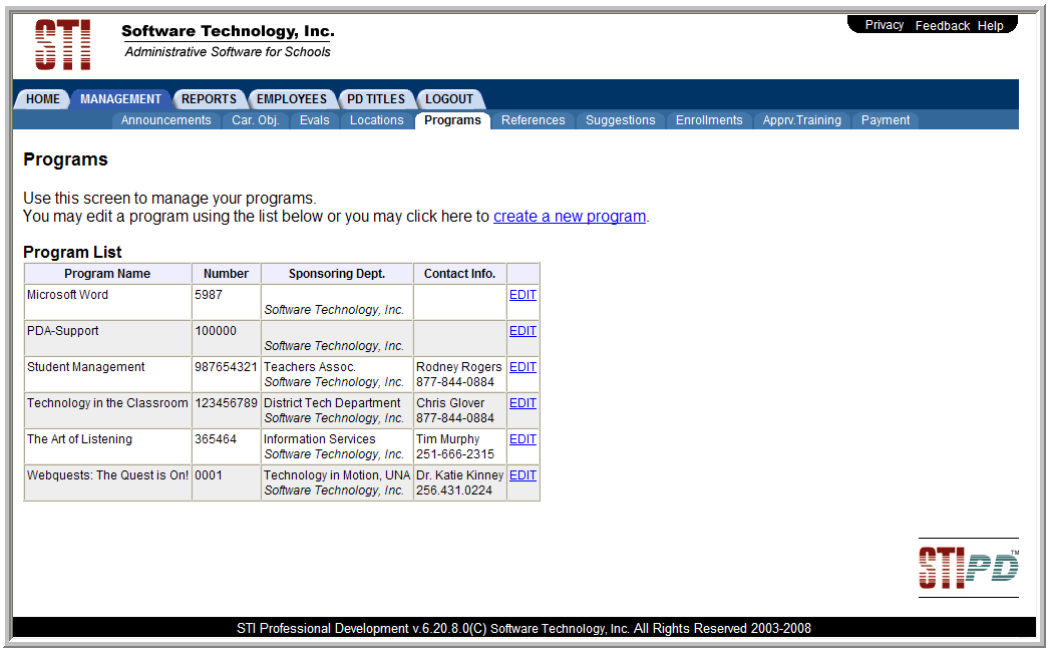
- To add a new room, enter a room number or name in the space provided and then click **Create Now**.


Privacy Feedback Help Close
Rooms at this location "Lab"
No rooms have been created yet.
Create a new room by using the form below:
Enter a new room number or name
CREATE NOW

Programs

Programs is an optional feature. Once you create one or more programs, PD Titles may be added to the programs so that users may search PD Titles by program. This allows employees to locate any specific PD Titles that fall under a particular program.

- Click the **Create A New Program** link to add a program to the list.
- You may **Edit** any existing programs from the program list.


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Programs
Use this screen to manage your programs.
You may edit a program using the list below or you may click here to create a new program.
Program List
Program Name | Number | Sponsoring Dept. | Contact Info.
Microsoft Word | 5987 | Software Technology, Inc. | EDIT
PDA-Support | 100000 | Software Technology, Inc. | EDIT
Student Management | 987654321 | Teachers Assoc. Software Technology, Inc. | Rodney Rogers 877-844-0884 | EDIT
Technology in the Classroom | 123456789 | District Tech Department Software Technology, Inc. | Chris Glover 877-844-0884 | EDIT
The Art of Listening | 365464 | Information Services Software Technology, Inc. | Tim Murphy 251-666-2315 | EDIT
Webquests: The Quest is On! | 0001 | Technology in Motion, UNA Software Technology, Inc. | Dr. Katie Kinney 256.431.0224 | EDIT
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References

Some *references*, which are typically set by the various states, are pre-installed with the program. As a manager, you may create new references (or standards) that you may use to align with PD Titles. By doing this, you will be able to generate reports on PD activities and histories by reference or by standard. For more information, see "PD Title Reports" on page 23.

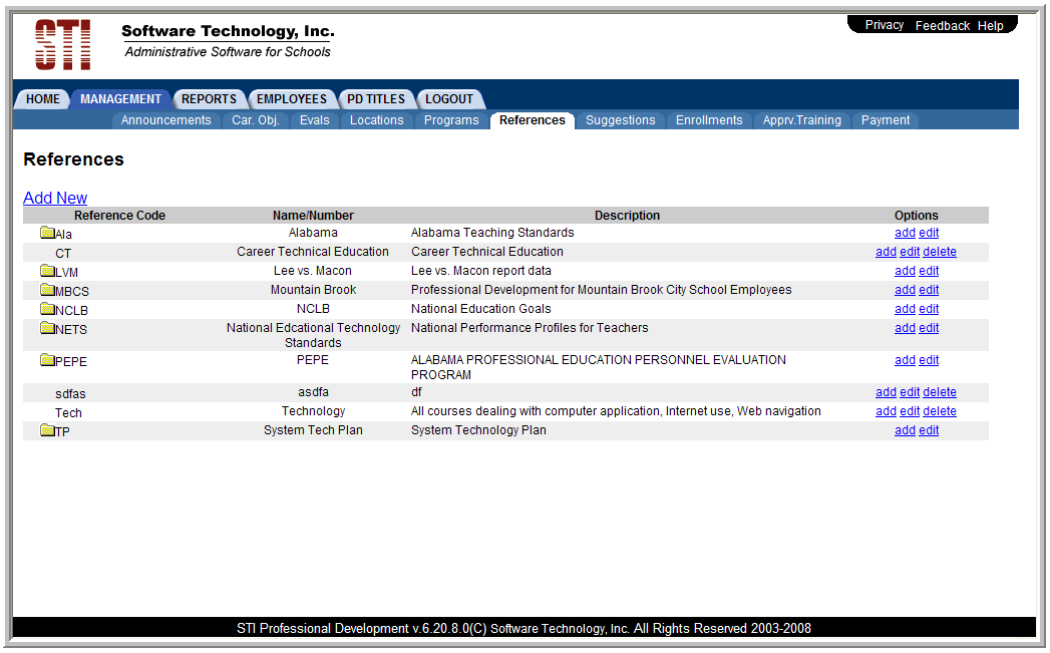
References may be added to PD Titles. Users may then search the PD Title Catalog by Reference.

Note: In some states, references that display are only those that are state-wide. Do not edit or delete a reference that was not created by you personally.

Adding a New Reference

- To add a new reference, click on the **Add New** link.
- Enter a name for the references. Then enter an abbreviation and a description, and designate whether the reference you are entering is a group of references or an individual reference. The click **Create Now**.
- To add the references that fall under a reference area from the *Manage* screen, click on the **Add** link.

- Repeat process as necessary.


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
References
Add New
Reference Code | Name/Number | Description | Options
Ala | Alabama | Alabama Teaching Standards | add edit
CT | Career Technical Education | Career Technical Education | add edit delete
LVM | Lee vs. Macon | Lee vs. Macon report data | add edit
MBCS | Mountain Brook | Professional Development for Mountain Brook City School Employees | add edit
NCLB | NCLB | National Education Goals | add edit
NETS | National Edcational Technology Standards | National Performance Profiles for Teachers | add edit
PEPE | PEPE | ALABAMA PROFESSIONAL EDUCATION PERSONNEL EVALUATION PROGRAM | add edit
sdfas | asdfa | df | add edit delete
Tech | Technology | All courses dealing with computer application, Internet use, Web navigation | add edit delete
TP | System Tech Plan | System Technology Plan | add edit
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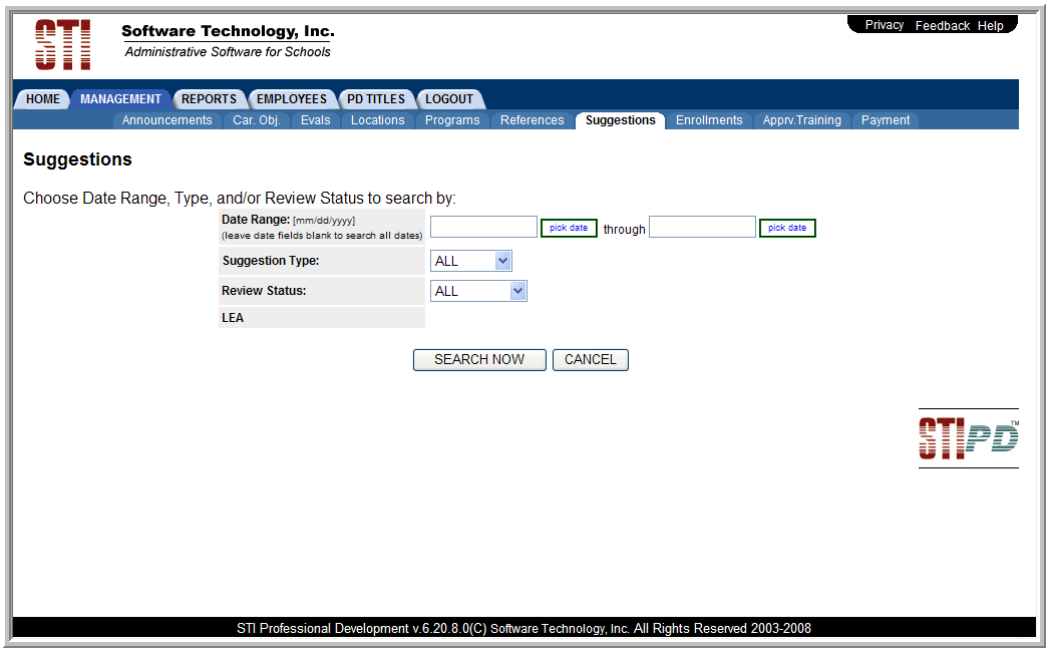
Suggestions

PD Title and Session suggestions may be viewed and flagged as viewed after a manager has reviewed a suggestion. These suggestions will be limited to those submitted by users in your LEA (unless you are a State PD Manager). This area allows you to view Course and Class suggestions made by employees in your LEA. You may then flag a status of *NEW*, *REVIEWED*, *NOTED* or *ARCHIVED* for each suggestion.


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Suggestions
Choose Date Range, Type, and/or Review Status to search by:
Date Range: [mm/dd/yyyy]
(leave date fields blank to search all dates)
pick date through pick date
Suggestion Type: ALL
Review Status: ALL
LEA
SEARCH NOW CANCEL
STIPD
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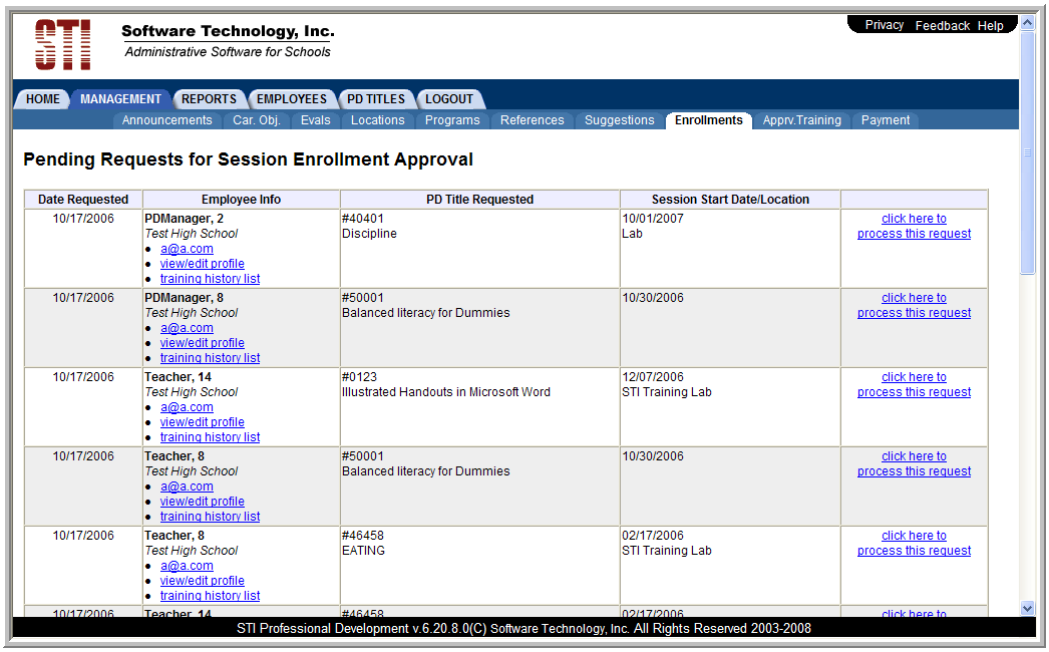
Enrollments

This screen will list any users who have pending requests for approval to enroll in a session. To process a request, click the **Process This Request** link. To correspond with the user, you may click on his or her email address, or you may look up the user's contact info by clicking the **View/Edit Profile** link.

Please Note: Only users who have been flagged as requiring enrollment approval (see the section "New Employee Profile" on page 31 for more information) will appear on this list.

- Click on the **Click Here To Process This Request** link to process a request.
- To process a session enrollment request, review the request information on the *Process* screen and be sure to select the appropriate approval status in the form. When you are ready, click the **Process Now** button.
- An e-mail will be generated and sent to the user when you process this request. Any comments you enter will also be sent.

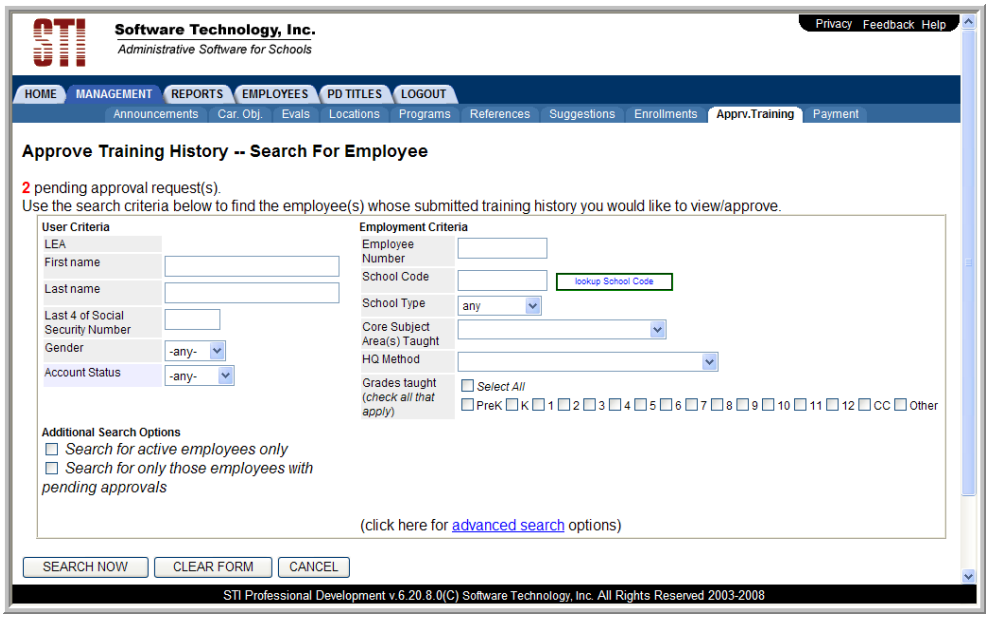


Approve Training

Employees have the ability to submit training records for activities they have completed that are not offered within the PD system (outside courses, workshops, etc). This area allows the manager to review those activities and approve them after determining that they qualify for credit. Any approved items are added to the employee's training history.

Approve Employee Training History

The first step in this process is to search for employees. You may enter search criteria here or check the box beside the option *Search only those employees who have pending approvals* and/or *Search for active employees only*. Only those employees who have submitted training history requests will appear in the search results.


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Approve Training History -- Search For Employee
2 pending approval request(s).
Use the search criteria below to find the employee(s) whose submitted training history you would like to view/approve.
User Criteria
LEA
First name
Last name
Last 4 of Social Security Number
Gender
-any-
Account Status
-any-
Employment Criteria
Employee Number
School Code
lookup School Code
School Type
any
Core Subject Area(s) Taught
HQ Method
Grades taught (check all that apply)
Select All
PreK K 1 2 3 4 5 6 7 8 9 10 11 12 CC Other
Additional Search Options
Search for active employees only
Search for only those employees with pending approvals
(click here for advanced search options)
SEARCH NOW
CLEAR FORM
CANCEL
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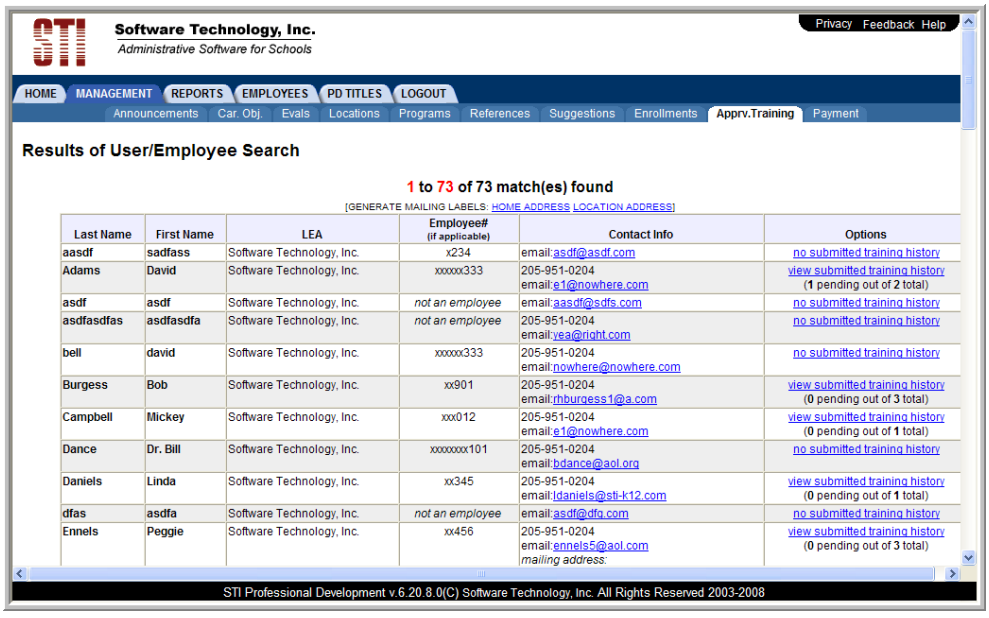
View Submitted Training History

In the employee list, click the **View Submitted Training History** link to view this information for applicable employees.

Note: Also shown are the numbers of pending requests and total requests.


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Results of User/Employee Search
1 to 73 of 73 match(es) found
[GENERATE MAILING LABELS: HOME ADDRESS LOCATION ADDRESS]
Last Name | First Name | LEA | Employee# (if applicable) | Contact Info | Options
aasdf | sadfass | Software Technology, Inc. | x234 | email:asdf@asdf.com | no submitted training history
Adams | David | Software Technology, Inc. | xxxxxx333 | 205-951-0204 email:e1@nowhere.com | view submitted training history (1 pending out of 2 total)
asdf | asdf | Software Technology, Inc. | not an employee | email:aasdf@sdfs.com | no submitted training history
asdfasdfas | asdfasdfa | Software Technology, Inc. | not an employee | 205-951-0204 email:yea@right.com | no submitted training history
bell | david | Software Technology, Inc. | xxxxxx333 | 205-951-0204 email:nowhere@nowhere.com | no submitted training history
Burgess | Bob | Software Technology, Inc. | xx901 | 205-951-0204 email:rhburgess1@a.com | view submitted training history (0 pending out of 3 total)
Campbell | Mickey | Software Technology, Inc. | xxx012 | 205-951-0204 email:e1@nowhere.com | view submitted training history (0 pending out of 1 total)
Dance | Dr. Bill | Software Technology, Inc. | xxxxxxx101 | 205-951-0204 email:bdance@aol.org | no submitted training history
Daniels | Linda | Software Technology, Inc. | xx345 | 205-951-0204 email:ldaniels@sti-k12.com | view submitted training history (0 pending out of 1 total)
dfas | asdfa | Software Technology, Inc. | not an employee | email:asdf@dfg.com | no submitted training history
Ennels | Peggie | Software Technology, Inc. | xx456 | 205-951-0204 email:ennels5@aol.com mailing address: | view submitted training history (0 pending out of 3 total)
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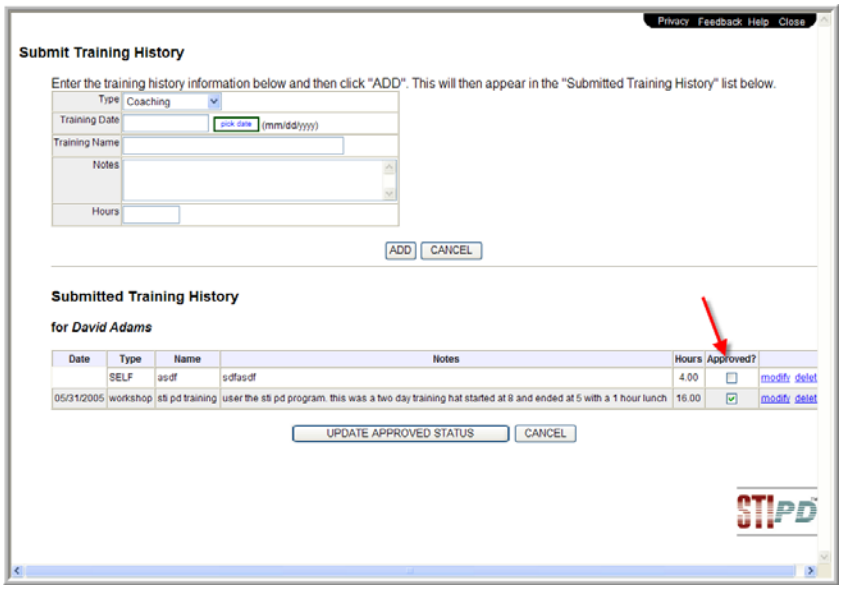
Approve Status

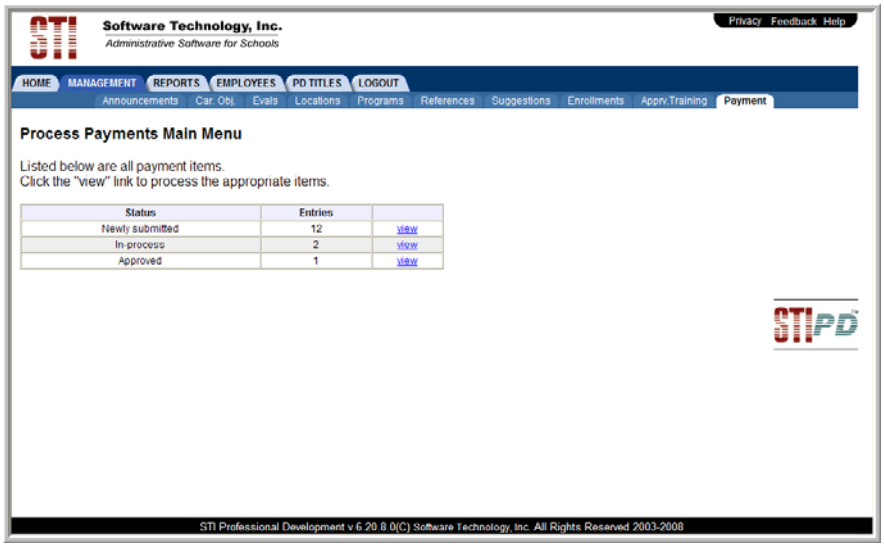
To approve a training status, check the *Approved?* box or click the **Modify** link. When finished, click the **Update Approved Status** button.


Privacy Feedback Help Close
Submit Training History
Enter the training history information below and then click "ADD". This will then appear in the "Submitted Training History" list below.
Type Coaching
Training Date
pick date (mm/dd/yyyy)
Training Name
Notes
Hours
ADD CANCEL
Submitted Training History
for David Adams
Date Type Name Notes Hours Approved?
SELF asdf sdfasdf 4.00 modify delet
05/31/2005 workshop sti pd training user the sti pd program. this was a two day training hat started at 8 and ended at 5 with a 1 hour lunch 16.00 modify delet
UPDATE APPROVED STATUS CANCEL
STI PD

You may also submit a new Training History item for an employee from this screen as well.

Process Session Payments

In this area of the program, you may record a Payment that an employee has made for a session they have attended or will attend. Payment information that has been submitted and/or processed is listed here. To view or process payments, click the **View** link. Please note that you may only manage payments for those courses that were created by your LEA.


STI
Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Process Payments Main Menu
Listed below are all payment items.
Click the "view" link to process the appropriate items.
Status Entries
Newly submitted 12 view
In-process 2 view
Approved 1 view
STI PD
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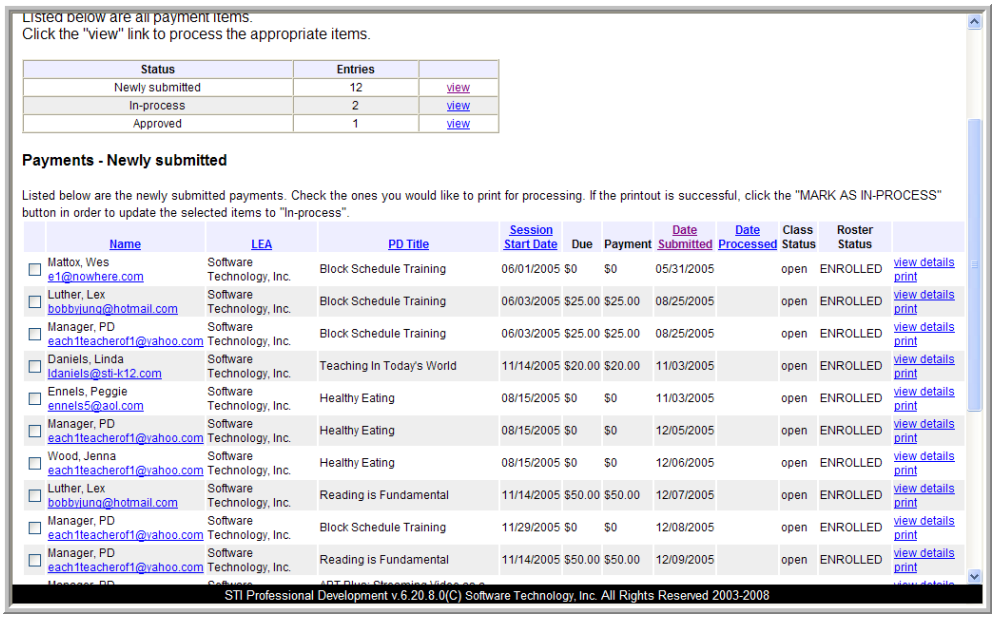
You will see a list of all payments from this screen: *Newly submitted*, *In-process*, *Approved* and *Refunded*. To view any of these payments, click on the **View** link.

Review and Process New Payments

Each payment will be listed along with the user and session information. You may view or print out individual entries by clicking on the **View Details** link or the **Print** link.

To print more than one payment, select the checkboxes for each payment and then click the **Print Selected Items** button at the bottom of the screen.


Listed below are all payment items.
Click the "view" link to process the appropriate items.

Status	Entries	
Newly submitted	12	view
In-process	2	view
Approved	1	view

Payments - Newly submitted

Listed below are the newly submitted payments. Check the ones you would like to print for processing. If the printout is successful, click the "MARK AS IN-PROCESS" button in order to update the selected items to "In-process".

Name	LEA	PD Title	Session Start Date	Due	Payment	Date Submitted	Date Processed	Class Status	Roster Status	
Mattox, Wes e1@nowhere.com	Software Technology, Inc.	Block Schedule Training	06/01/2005	$0	$0	05/31/2005		open	ENROLLED	view details print
Luther, Lex bobbyjung@hotmail.com	Software Technology, Inc.	Block Schedule Training	06/03/2005	$25.00	$25.00	08/25/2005		open	ENROLLED	view details print
Manager, PD each1teacherof1@yahoo.com	Software Technology, Inc.	Block Schedule Training	06/03/2005	$25.00	$25.00	08/25/2005		open	ENROLLED	view details print
Daniels, Linda ldaniels@sti-k12.com	Software Technology, Inc.	Teaching In Today's World	11/14/2005	$20.00	$20.00	11/03/2005		open	ENROLLED	view details print
Ennels, Peggie ennels5@aol.com	Software Technology, Inc.	Healthy Eating	08/15/2005	$0	$0	11/03/2005		open	ENROLLED	view details print
Manager, PD each1teacherof1@yahoo.com	Software Technology, Inc.	Healthy Eating	08/15/2005	$0	$0	12/05/2005		open	ENROLLED	view details print
Wood, Jenna each1teacherof1@yahoo.com	Software Technology, Inc.	Healthy Eating	08/15/2005	$0	$0	12/06/2005		open	ENROLLED	view details print
Luther, Lex bobbyjung@hotmail.com	Software Technology, Inc.	Reading is Fundamental	11/14/2005	$50.00	$50.00	12/07/2005		open	ENROLLED	view details print
Manager, PD each1teacherof1@yahoo.com	Software Technology, Inc.	Block Schedule Training	11/29/2005	$0	$0	12/08/2005		open	ENROLLED	view details print
Manager, PD each1teacherof1@yahoo.com	Software Technology, Inc.	Reading is Fundamental	11/14/2005	$50.00	$50.00	12/09/2005		open	ENROLLED	view details print

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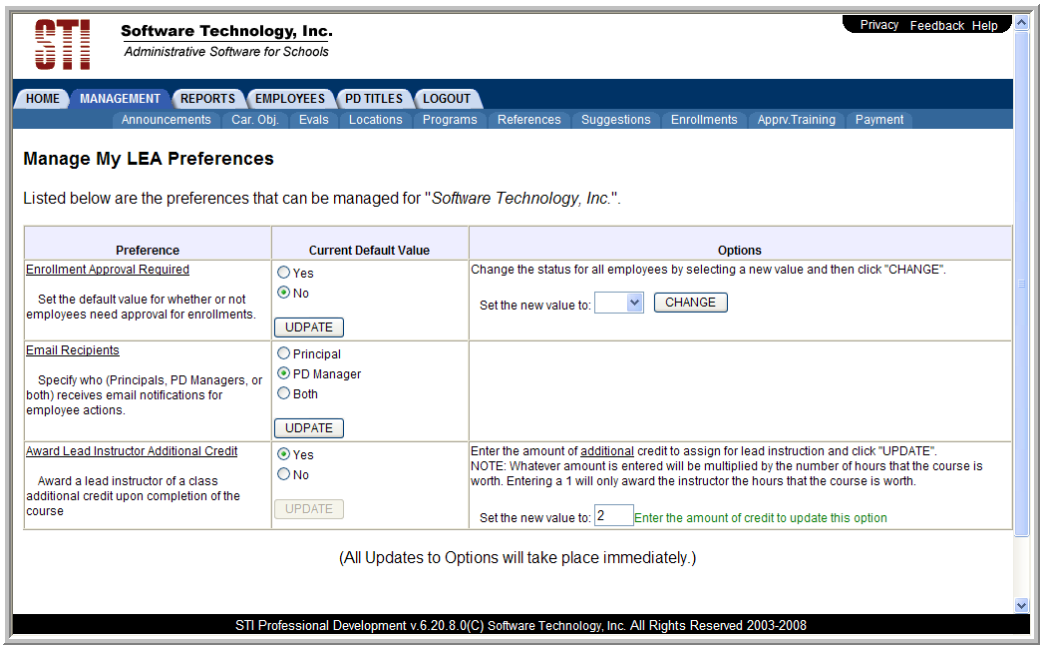
Once the payment information has been printed, you will want to mark the selected items as *processed*. To do so, make sure the appropriate checkboxes are selected and enter any desired comments (which will be recorded for each selected item). Next, click the **Mark As In Process** button.

Approve or Decline Payments

After a payment item is in-process, you will want to mark it as either *approved* or *declined*. To do this, click the **View** link for *In-process* items to bring up the screen below.

You may approve or decline items by first selecting the appropriate checkboxes to the left of your items and then clicking either the **Approve Selected Items** or **Decline Selected Items** button.

Manage My LEA Preferences


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Announcements Car. Obj. Evals Locations Programs References Suggestions Enrollments Apprv.Training Payment
Manage My LEA Preferences
Listed below are the preferences that can be managed for "Software Technology, Inc.".
Preference
Current Default Value
Options
Enrollment Approval Required
Set the default value for whether or not employees need approval for enrollments.
Yes
No
UDPATE
Change the status for all employees by selecting a new value and then click "CHANGE".
Set the new value to:
CHANGE
Email Recipients
Specify who (Principals, PD Managers, or both) receives email notifications for employee actions.
Principal
PD Manager
Both
UDPATE
Award Lead Instructor Additional Credit
Award a lead instructor of a class additional credit upon completion of the course
Yes
No
UPDATE
Enter the amount of additional credit to assign for lead instruction and click "UPDATE".
NOTE: Whatever amount is entered will be multiplied by the number of hours that the course is worth. Entering a 1 will only award the instructor the hours that the course is worth.
Set the new value to: 2
Enter the amount of credit to update this option
(All Updates to Options will take place immediately.)
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- **Enrollment Approval Required**: Determines which is used on an Employees Profile. Options include changing the value of the *Enrollment Approval Required* for everyone. Note that this will change the value for all employees in your LEA. Select a value from the drop-down box and click the **Change** button.
- **Email Recipients**: Determines who will receive e-mail notifications about employees. Be sure to click the **Update** button to save any changes you make.
- **Award Lead Instructor Additional Credit**: Determines how much extra *credit* to assign for lead instruction.

Note: Whatever amount is entered will by multiplied by the number of hours that the course is worth. Entering a 1 will only award the instructor the hours that the course is worth.

Merge Duplicate Profiles

This area allows the PD Manager to merge any duplicate profiles for their district.

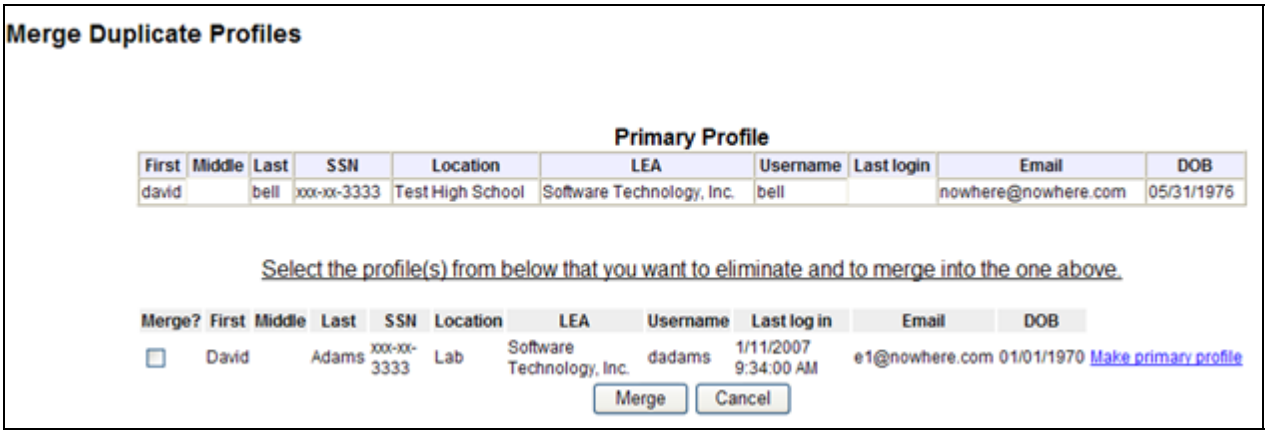
Note: If an employee profile is currently in another district, please contact STI to have the profile moved to the current district.

- **Step 1**: Select where you want to search for duplicates (*All Locations* within a district or a *Specific Location* within a district). Click **Search**.

- **Step 2**: A list of employees with duplicate profiles will display. If all of the duplicate profiles are not listed for your district, this means that the social security numbers on the profiles do not match.
- **Step 3**: Click on the link **Reconcile Duplicate Profiles** to the right of the employee name

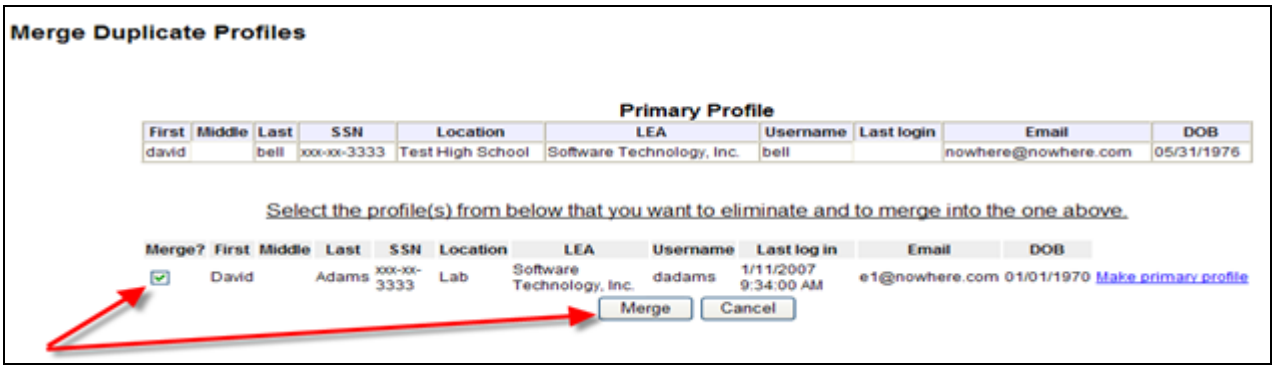
Merge Duplicate Profiles
2 Duplicates were found at ALL locations in LEA
Name SSN Location LEA Possible Dups
Adams, David xxx-xx-3333 Lab Software Technology, Inc. 2 Reconcile Duplicate Profiles
bell, david xxx-xx-3333 Test High School Software Technology, Inc. 2 Reconcile Duplicate Profiles

- **Step 4**: A screen will appear with both profiles listed for the one employee. The profile(s) on the bottom will be merged into the profile on the top. The profile on the top will be the profile that is kept. This will include the username and password that is attached to the top profile.

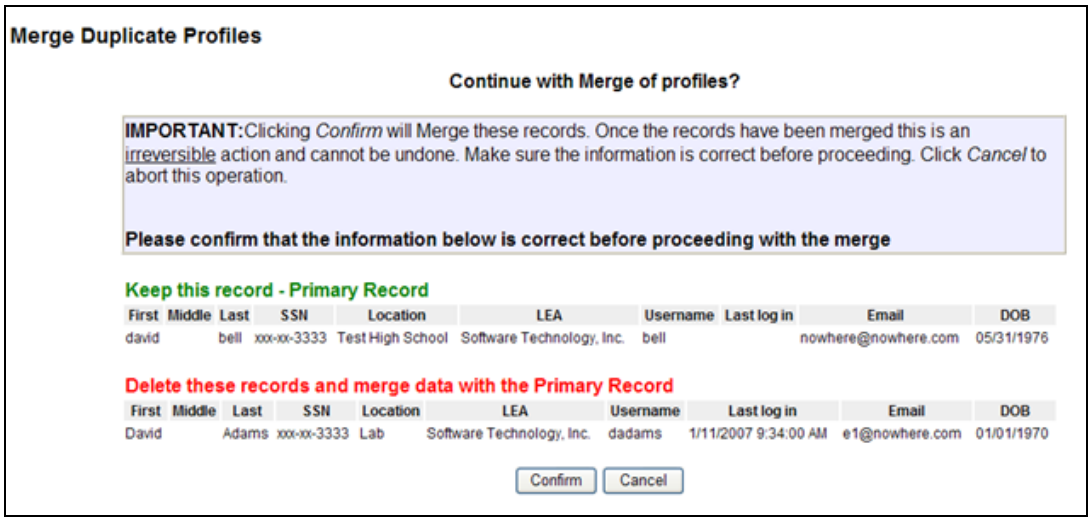

Merge Duplicate Profiles
Primary Profile
First Middle Last SSN Location LEA Username Last login Email DOB
david bell xxx-xx-3333 Test High School Software Technology, Inc. bell nowhere@nowhere.com 05/31/1976
Select the profile(s) from below that you want to eliminate and to merge into the one above.
Merge? First Middle Last SSN Location LEA Username Last log in Email DOB
David Adams xxx-xx-3333 Lab Software Technology, Inc. dadams 1/11/2007 9:34:00 AM e1@nowhere.com 01/01/1970 Make primary profile
Merge
Cancel

IMPORTANT: This process is irreversible. Make sure that the profiles for the same employee are merged. The merging process will merge all credit history for both profiles into one profile. **Do Not Merge Two Profiles For Two Different Employees**.

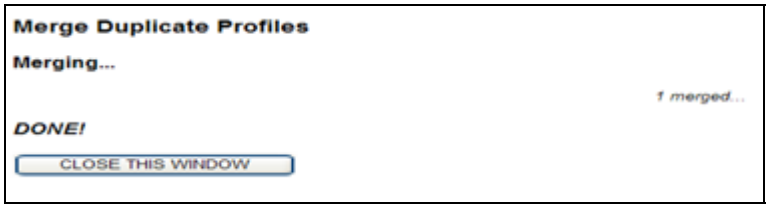
- **Step 5**: After the PD Manager has verified that the duplicate profiles listed are the same employee. Put a check mark beside the profile(s) that need to be merged and click **Merge**.


Merge Duplicate Profiles
Primary Profile
First Middle Last SSN Location LEA Username Last login Email DOB
david bell xxx-xx-3333 Test High School Software Technology, Inc. bell nowhere@nowhere.com 05/31/1976
Select the profile(s) from below that you want to eliminate and to merge into the one above.
Merge? First Middle Last SSN Location LEA Username Last log in Email DOB
David Adams xxx-xx-3333 Lab Software Technology, Inc. dadams 1/11/2007 9:34:00 AM e1@nowhere.com 01/01/1970 Make primary profile
Merge
Cancel

- **Step 6**: Once you click **Merge**, you will receive a verification message. Make sure that these profiles are for the same employee and click **Confirm.**


Merge Duplicate Profiles
Continue with Merge of profiles?
IMPORTANT:Clicking Confirm will Merge these records. Once the records have been merged this is an irreversible action and cannot be undone. Make sure the information is correct before proceeding. Click Cancel to abort this operation.
Please confirm that the information below is correct before proceeding with the merge
Keep this record - Primary Record
First Middle Last SSN Location LEA Username Last log in Email DOB
david bell xxx-xx-3333 Test High School Software Technology, Inc. bell nowhere@nowhere.com 05/31/1976
Delete these records and merge data with the Primary Record
First Middle Last SSN Location LEA Username Last log in Email DOB
David Adams xxx-xx-3333 Lab Software Technology, Inc. dadams 1/11/2007 9:34:00 AM e1@nowhere.com 01/01/1970
Confirm
Cancel

- **Step 7**: The user will then receive a message stating that the merge has been completed.



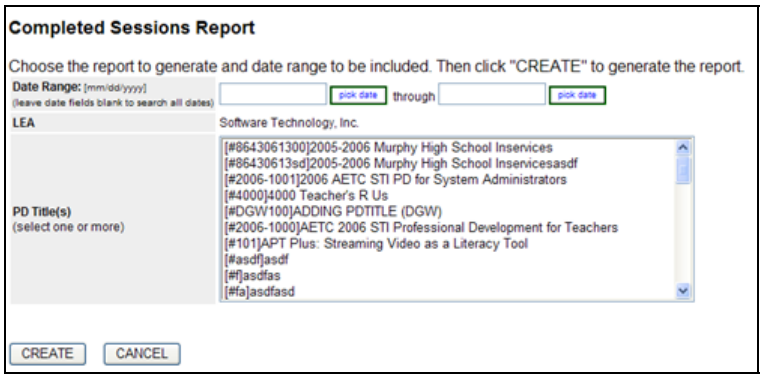
Reports Tab

PD Title Reports

These reports will pull information on the PD Titles in the district in which the PD Manager is located.

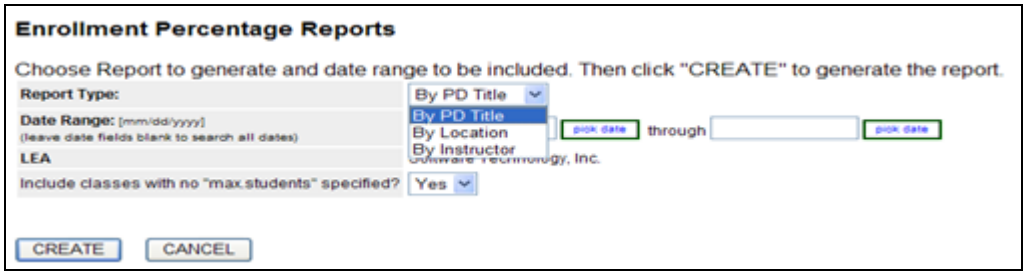
Completed Sessions

This report will pull all sessions that have been completed within a specific date range.


Completed Sessions Report
Choose the report to generate and date range to be included. Then click "CREATE" to generate the report.
Date Range: [mm/dd/yyyy]
(leave date fields blank to search all dates)
pick date
through
pick date
LEA
Software Technology, Inc.
PD Title(s)
(select one or more)
[#8643061300]2005-2006 Murphy High School Inservices
[#86430613sd]2005-2006 Murphy High School Inservicesasdf
[#2006-1001]2006 AETC STI PD for System Administrators
[#4000]4000 Teacher's R Us
[#DGW100]ADDING PDTITLE (DGW)
[#2006-1000]AETC 2006 STI Professional Development for Teachers
[#101]APT Plus: Streaming Video as a Literacy Tool
[#asdf]asdf
[#f]asdfas
[#fa]asdfasd
CREATE
CANCEL

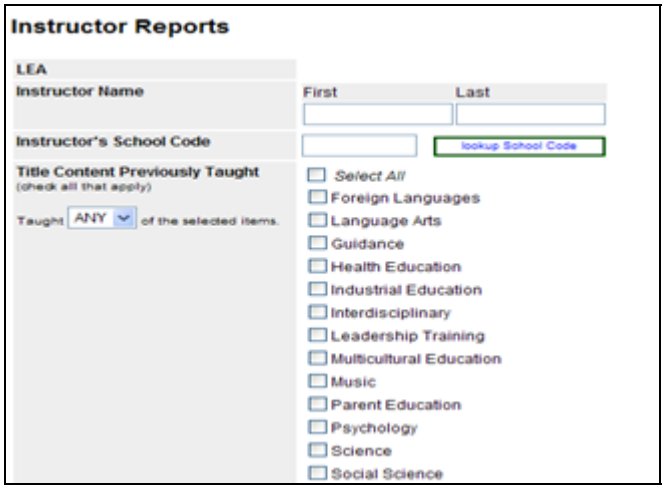
Enrollment Percentage

This report will pull all enrollees within a specific date range by PD Title, By Location or By Instructor.



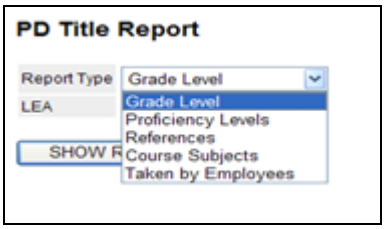
Instructor

This report will pull information based on the instructor, the instructor's school code, title content previously taught, and/or the PD Titles previously taught.



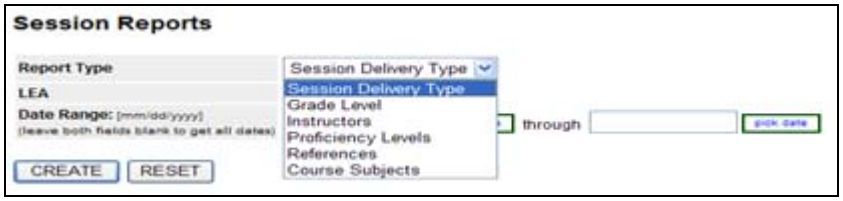
PD Title

This report will pull all PD Titles based on grade level, proficiency levels, references, course subjects, or taken by employee.



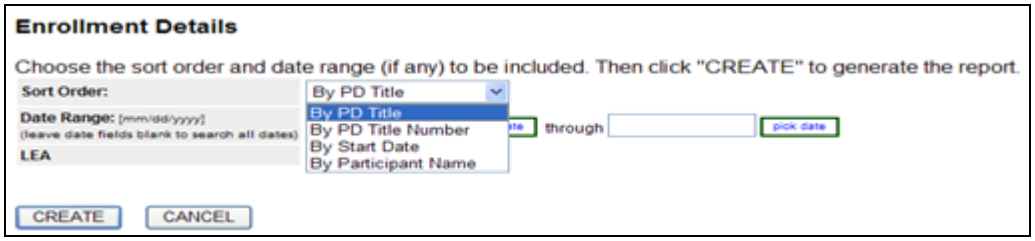
Sessions

This report will pull all sessions by session delivery type, grade level, instructors, proficiency levels, references, or course subjects within a specific date range.



Session Enrollments

The report will pull enrollment numbers by PD Title, PD Title number, start date or participant name within a specific date range.



Substitute

This report will pull of the request for substitutes in the district within a specific date range.

Employee Reports

These reports will pull information on the employees in the district in which the PD Manager is located.

Average Hours Drill-Down

The report will print the training hours within a date range for the district.

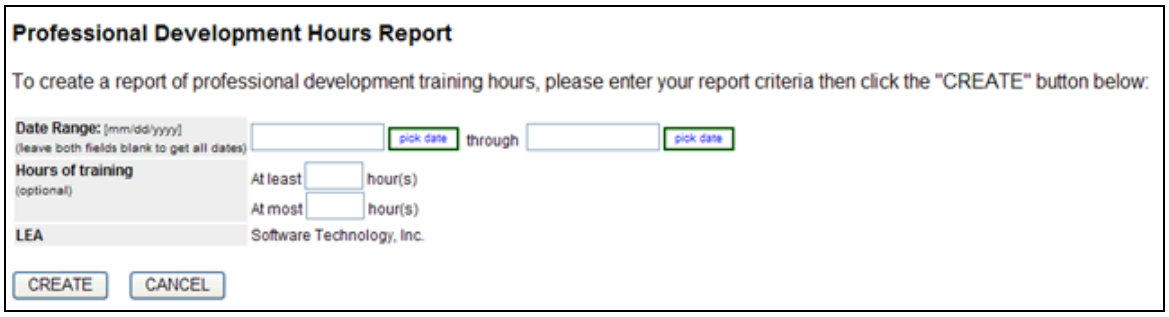
Average Hours Drill-down Report
To create a report of average training hours, please enter your report criteria then click the "CREATE" button below:
LEA
Software Technology, Inc.
Date Range: [mm/dd/yyyy]
(leave both fields blank to get all dates)
pick date
through
pick date
CREATE
CANCEL

Credential Expiration

The report will pull any employee who has credentials expiring with a certain number of days, based on a specific date.

Professional Development Hours

The report will pull a range of professional development hours within a specific date range for the district.



Uncertified Employees

The report will pull all employees that will have their certification deadline has expired within the selected amount of time. The employee must be marked 'uncertified' on their profile to pull on this report.

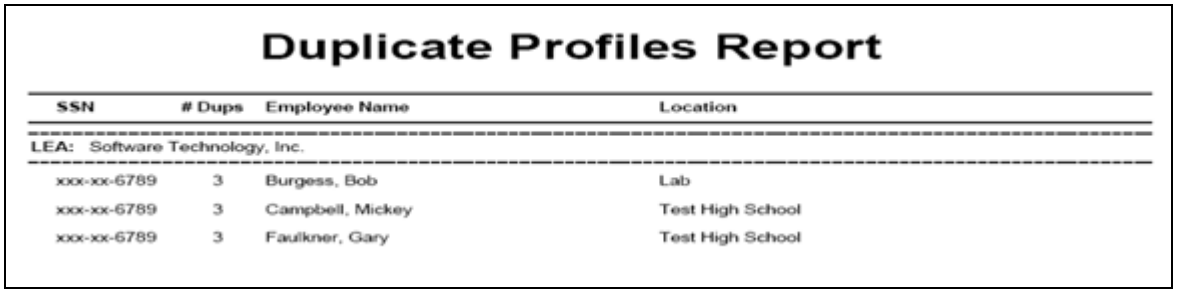
Administrative Reports

These reports will pull information on the employees in the district in which the PD Manager is located.

Duplicate Profiles

The report will pull a list of all employees who have more than one profile in the user's district.

The report may be pulled in PDF, XLS, RTF or TXT format. It may also be pulled by employee SSN, Last Name or Location.

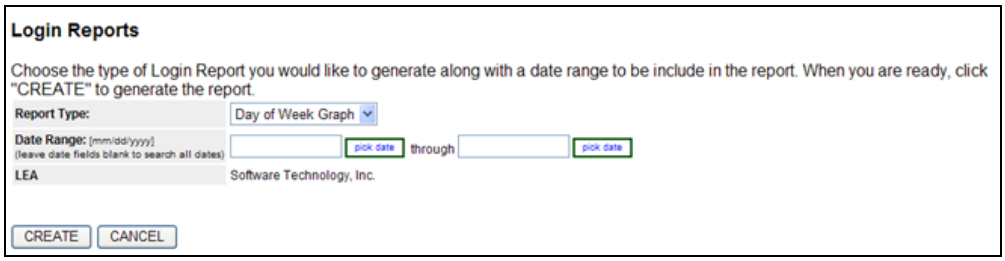


Duplicate Profiles Report

SSN	# Dups	Employee Name	Location
LEA: Software Technology, Inc.			
xxx-xx-6789	3	Burgess, Bob	Lab
xxx-xx-6789	3	Campbell, Mickey	Test High School
xxx-xx-6789	3	Faulkner, Gary	Test High School

Login

The report will pull a list of employees that have logged in STIPD within a specific date range. It will display as a login list, day of the week and hour of the day graph.



Login Reports

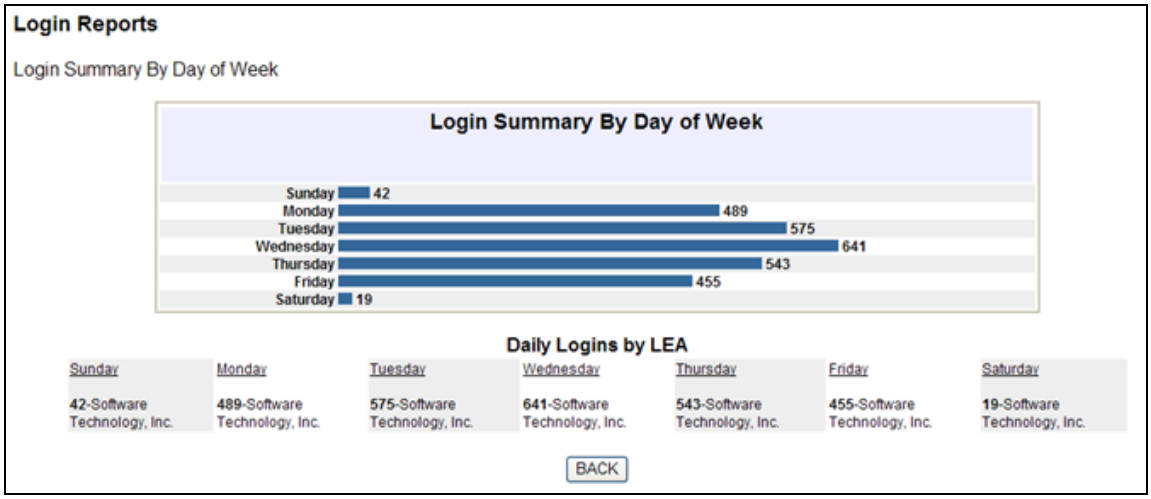
Choose the type of Login Report you would like to generate along with a date range to be include in the report. When you are ready, click "CREATE" to generate the report.

Report Type: Day of Week Graph

Date Range: [mm/dd/yyyy] (leave date fields blank to search all dates) pick date through pick date

LEA: Software Technology, Inc.

CREATE CANCEL



Login Reports

Login Summary By Day of Week

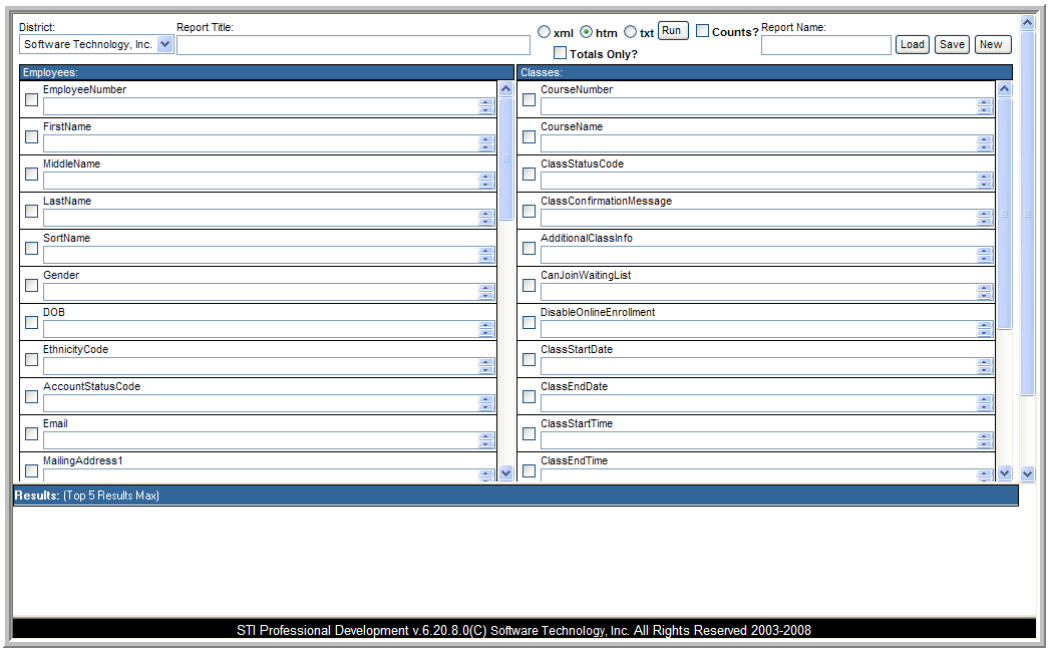
Daily Logins by LEA

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
42-Software Technology, Inc.	489-Software Technology, Inc.	575-Software Technology, Inc.	641-Software Technology, Inc.	543-Software Technology, Inc.	455-Software Technology, Inc.	19-Software Technology, Inc.

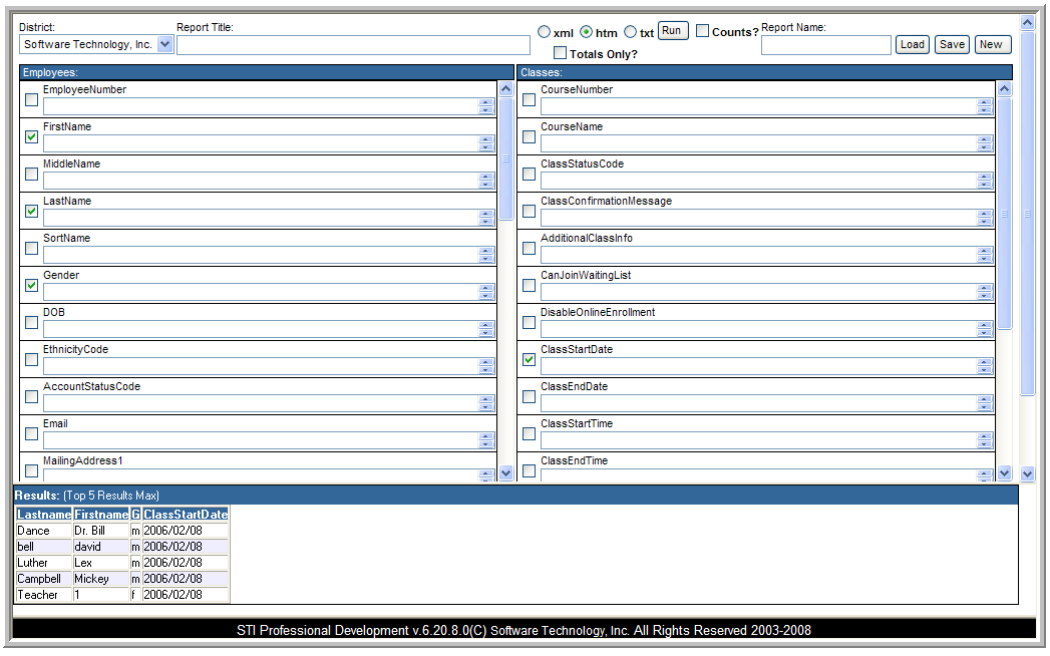
BACK

PD Query

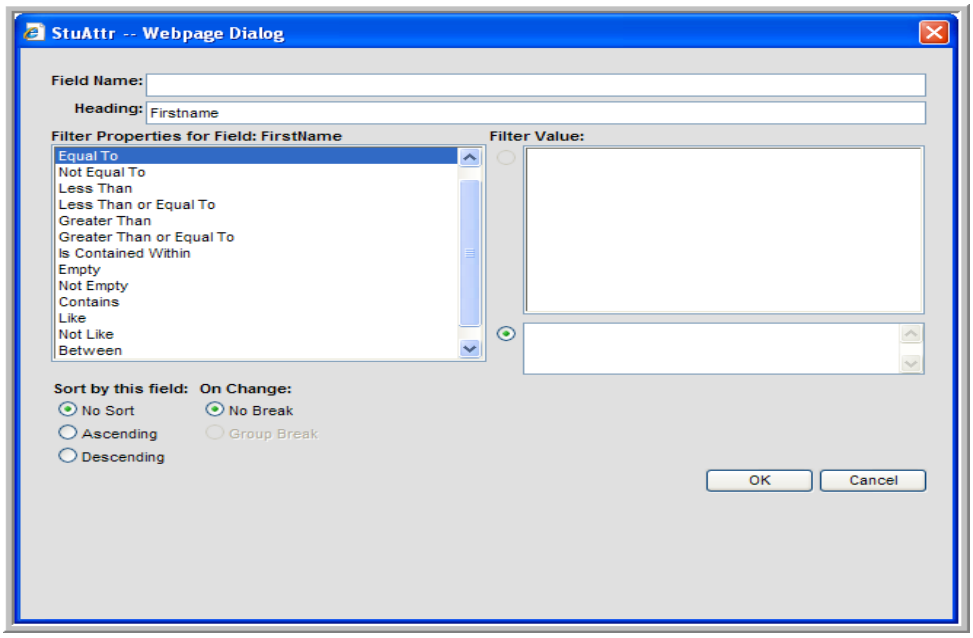
The user can use the PD Query to pull any field in STPD. Each field can be filtered down to pull any data within that field.



- To use PD query, put a check beside each field for which information is to be pulled. The order in which you select the field is the order in which it will print on the report. The first five results will print on the bottom of the screen. See below:

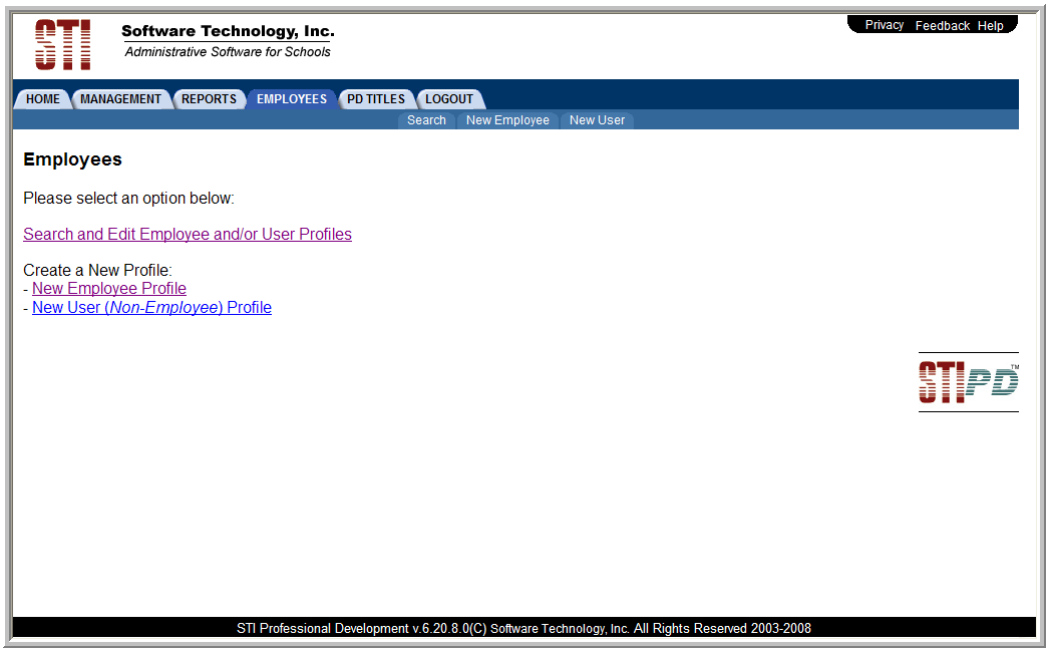


- To filter within a field, put a check mark beside the field and then click on the field name. See below:



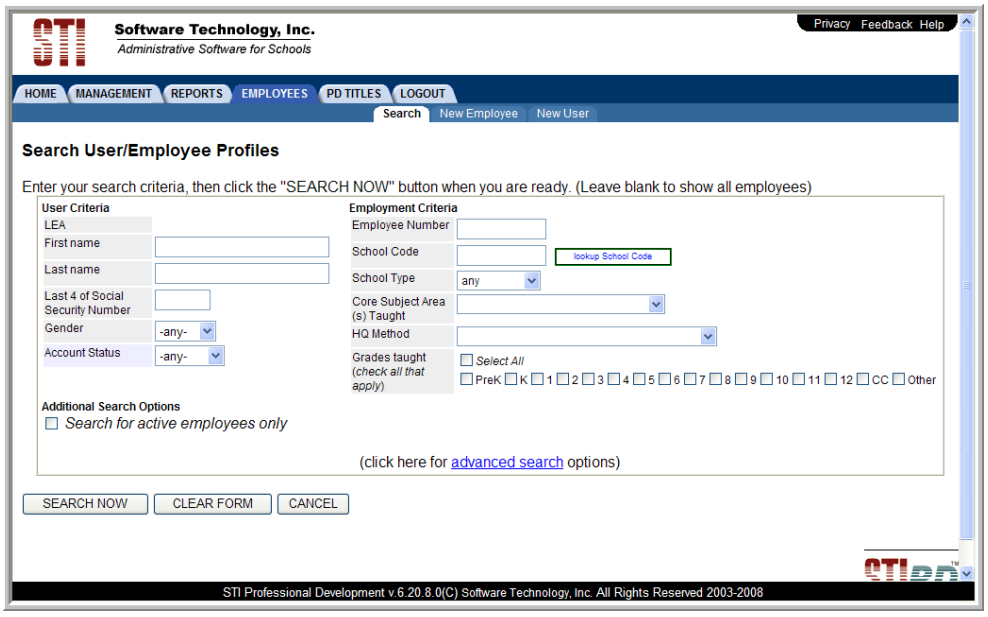
- Once the filter is set, click **OK**. Then select type of format in which to export to and click **Run**.

Employees Tab



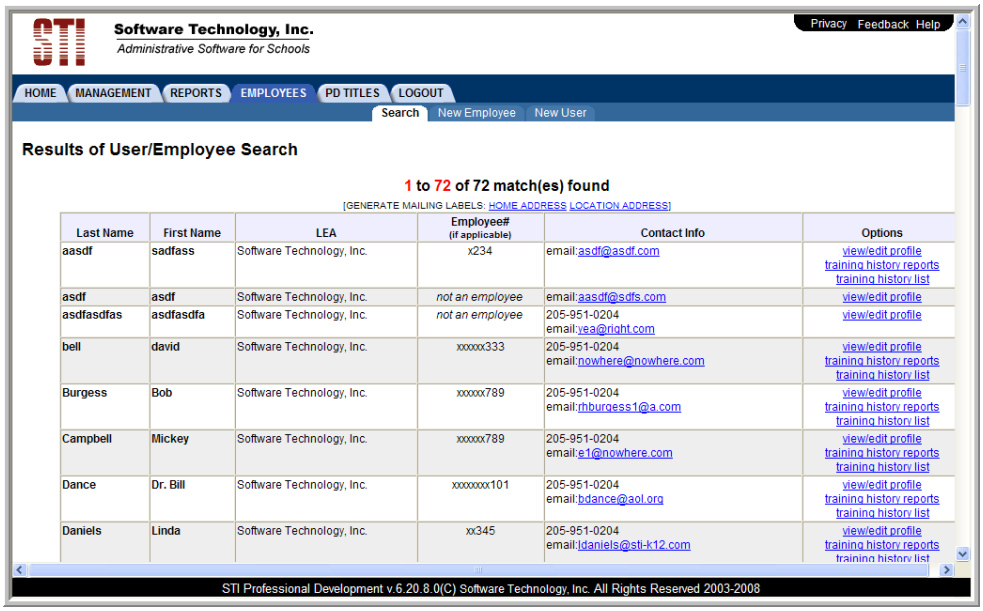
Search for Employee Profiles

Enter search criteria in the spaces provided, or search for all employee profiles by clicking the **Search Now** button with no criteria entered.


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Search New Employee New User
Search User/Employee Profiles
Enter your search criteria, then click the "SEARCH NOW" button when you are ready. (Leave blank to show all employees)
User Criteria
LEA
First name
Last name
Last 4 of Social Security Number
Gender
-any-
Account Status
-any-
Employment Criteria
Employee Number
School Code
lookup School Code
School Type
any
Core Subject Area (s) Taught
HQ Method
Grades taught (check all that apply)
Select All
PreK K 1 2 3 4 5 6 7 8 9 10 11 12 CC Other
Additional Search Options
Search for active employees only
(click here for advanced search options)
SEARCH NOW
CLEAR FORM
CANCEL
STI Professional Development v.6.20.8.0(C) Software Technology, Inc. All Rights Reserved 2003-2008

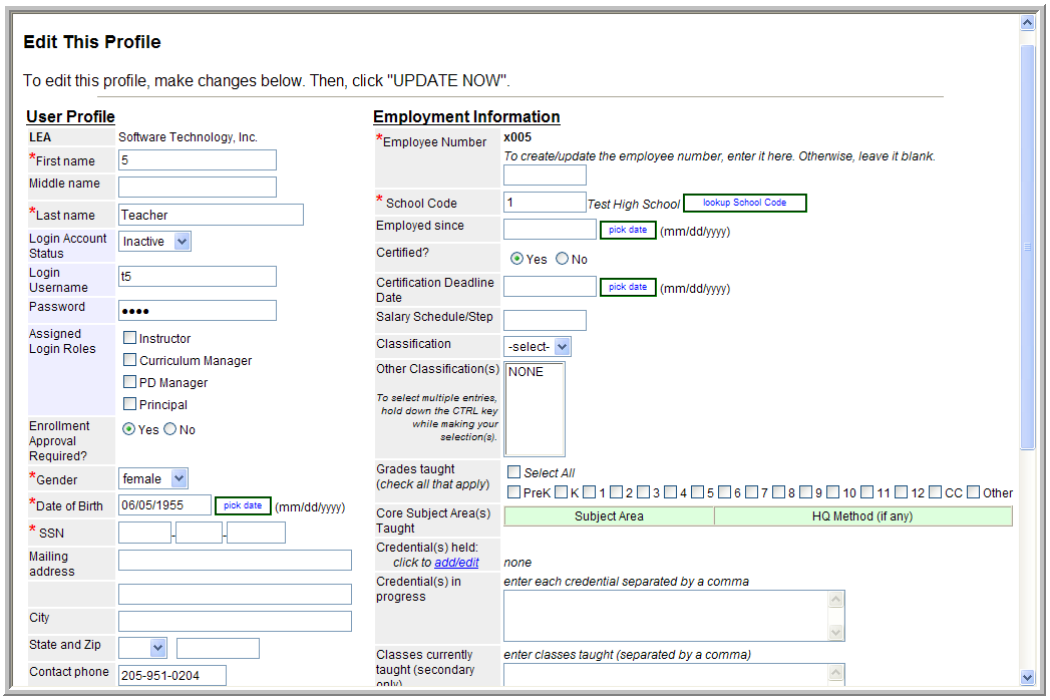
All users/employees matching your criteria will be listed. For each user, you may click the **View/Edit Profile** link to edit the profile. Similarly, you may view the user's **Training History Reports** and **Training History List**.

You may create a downloadable file that may be used to create mailing labels (using MS Word or similar word processing software). To do this, click the **Generate Mailing Labels** link at the top of the list. The mailing labels can be printing using the employee home address or the location address.


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Search New Employee New User
Results of User/Employee Search
1 to 72 of 72 match(es) found
[GENERATE MAILING LABELS: HOME ADDRESS LOCATION ADDRESS]
Last Name | First Name | LEA | Employee# (if applicable) | Contact Info | Options
aasdf | sadfass | Software Technology, Inc. | x234 | email:asdf@asdf.com | view/edit profile training history reports training history list
asdf | asdf | Software Technology, Inc. | not an employee | email:aasdf@sdfs.com | view/edit profile
asdfasdfas | asdfasdfa | Software Technology, Inc. | not an employee | 205-951-0204 email:yea@right.com | view/edit profile
bell | david | Software Technology, Inc. | xxxxx333 | 205-951-0204 email:nowhere@nowhere.com | view/edit profile training history reports training history list
Burgess | Bob | Software Technology, Inc. | xxxxx789 | 205-951-0204 email:rhburgess1@a.com | view/edit profile training history reports training history list
Campbell | Mickey | Software Technology, Inc. | xxxxx789 | 205-951-0204 email:e1@nowhere.com | view/edit profile training history reports training history list
Dance | Dr. Bill | Software Technology, Inc. | xxxxxxxx101 | 205-951-0204 email:bdance@aol.org | view/edit profile training history reports training history list
Daniels | Linda | Software Technology, Inc. | xx345 | 205-951-0204 email:ldaniels@sti-k12.com | view/edit profile training history reports
STI Professional Development v.6.20.8.0(C) Software Technology, Inc. All Rights Reserved 2003-2008

Edit Employee Profiles

Select a user profile by clicking **View/Edit Profile** from the search results screen and then make any necessary changes. Click the **Update Now** button at the bottom of the page to save your changes.



New Employee Profile

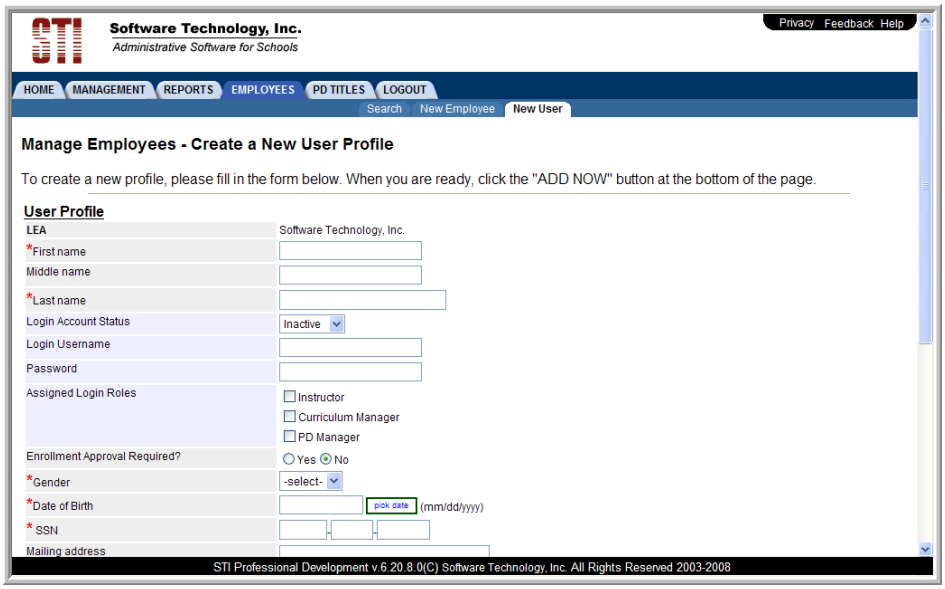
To add a new employee to the database, complete the profile and click the **Add Now** button.

- Select **Yes** for *Enrollment Approval Required* to require online registrations by this user to be processed for approval by a manager.
- Any field marked with an * is a required field.
- Select the appropriate assigned user login role for an employee. PD Managers may work with any employees in their LEA; Principals may work with Employees at their locations; and Instructors may work with any Employees who attend their sessions. If an employee does not fall under one of these roles, do not check anything under *Assigned Login Roles*.
- *Instructors* are those employees who instruct PD sessions (not necessarily instructors at a school).

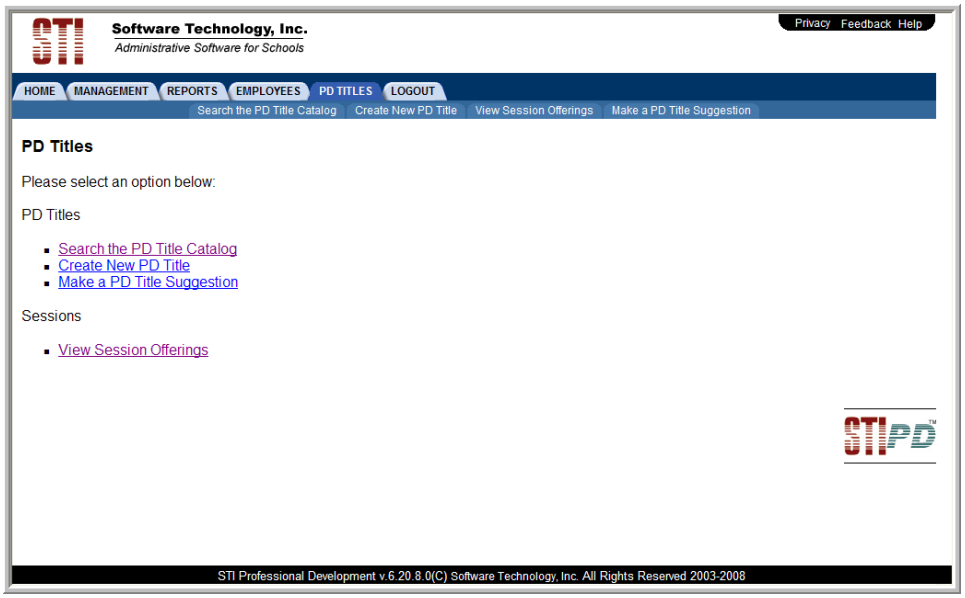
New User Profile

You may add users who are not employed by your district here. Enter profile information and then click the **Add Now** button.

Note: Users who are not employees cannot currently enroll for sessions but may be instructors for a session.



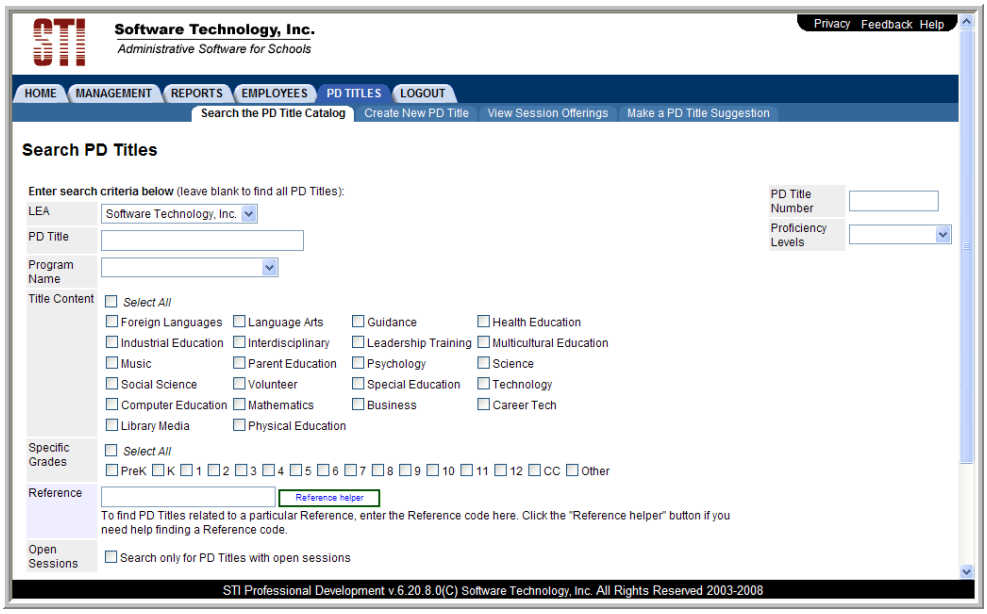
PD Titles Tab


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Search the PD Title Catalog Create New PD Title View Session Offerings Make a PD Title Suggestion
PD Titles
Please select an option below:
PD Titles
Search the PD Title Catalog
Create New PD Title
Make a PD Title Suggestion
Sessions
View Session Offerings
STIPD
STI Professional Development v.6.20.8.0(C) Software Technology, Inc. All Rights Reserved 2003-2008

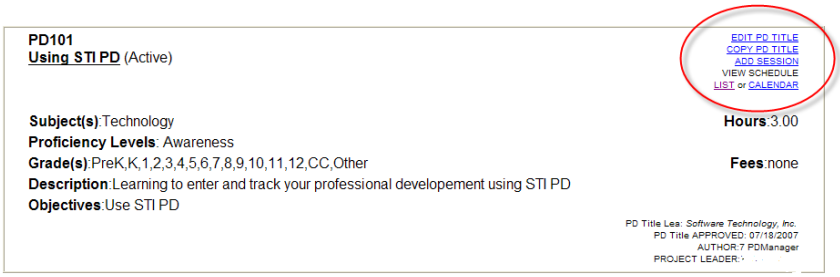
The *PD Titles* tab allows the user to enter or edit PD titles; add sessions; enroll students; view session schedules; enter PD title suggestions; and update confirmation messages.

Searching the PD Title Catalog

To search for a PD Title, enter search criteria in the spaces provided, or search for all PD Titles by clicking the **Search Now** button with no criteria entered.



Search results will appear as shown below. Results reflect criteria selected earlier from the search screen. For each PD Title, you have options to **Edit PD Title**, **Add Session**, or **View Schedule**.



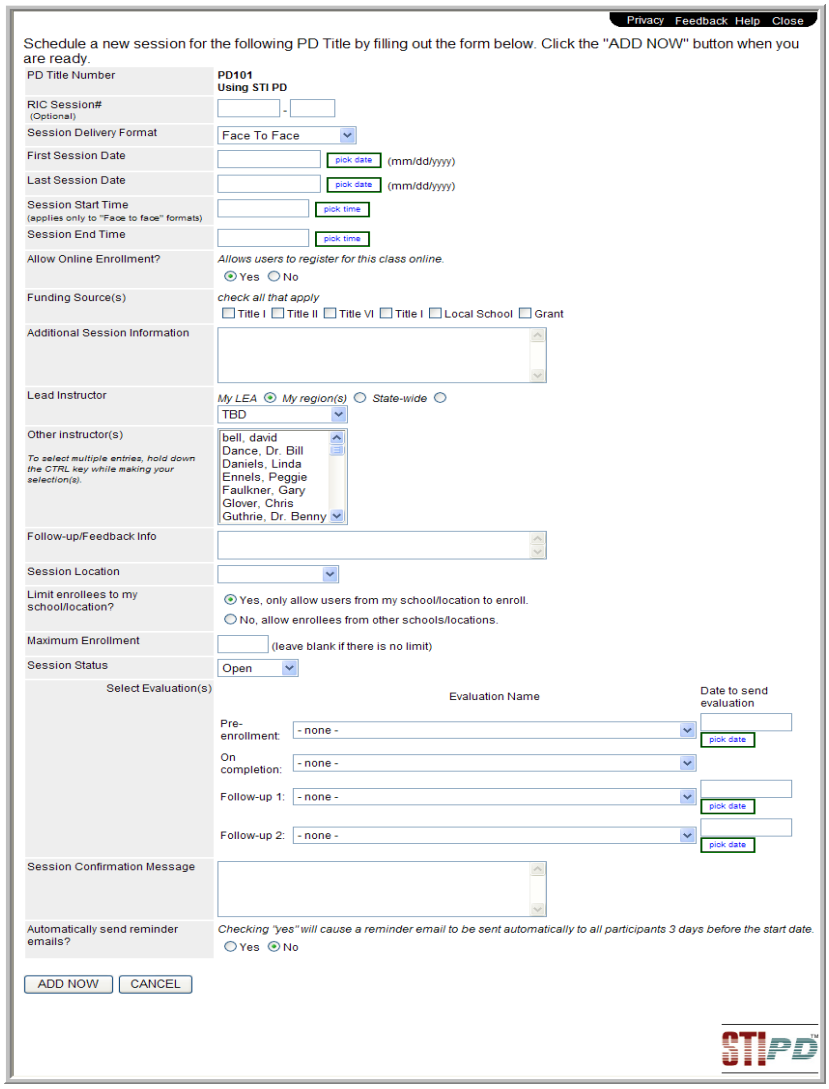
Editing PD Title Information

Click **Edit PD Title** and make changes as necessary. Click the **Update Now** button to save. You may attach references and programs here.

Adding a Session to a PD Title Record

Click **Add Session** to enter the session schedule for the PD title.

Note: There are two options to choose from when adding a Session to a PD Title. You may either add a session using a New Form, or you may copy and use information from a previously scheduled session.



- Use the **Pick Date** and **Pick Time** buttons to enter date and time information. When finished, click **Add Now** to save.
- If you do not wish for users to enroll online for this session, select **No** in the *Allow Online Enrollment* field.
- If you wish for users to enter payment (credit card) information for this session, select **Yes** in the *Enable Online Payment Form* field and enter a default payment amount.
- You must also enter a *Location* for this session. If the location you wish to select is not listed, go to the Locations Management area and be sure your location is listed there as a Training location (or District+Training location).

- Before adding this session, you must select any LEA(s) from which users may enroll for this session. Users from any LEA's not selected here will be unable to enroll.
- You may optionally select evaluations to associate with this session.
- You may specify a pre-enrollment evaluation, along with a date. This will be sent to registered users on the date specified.
- The *On completion* evaluation, if specified, will appear to registrants when they complete the session. They will be required to complete this evaluation in order to view their status for this session.
- Follow-up evaluations may also be specified. These will be e-mailed to registrants on the specified dates.

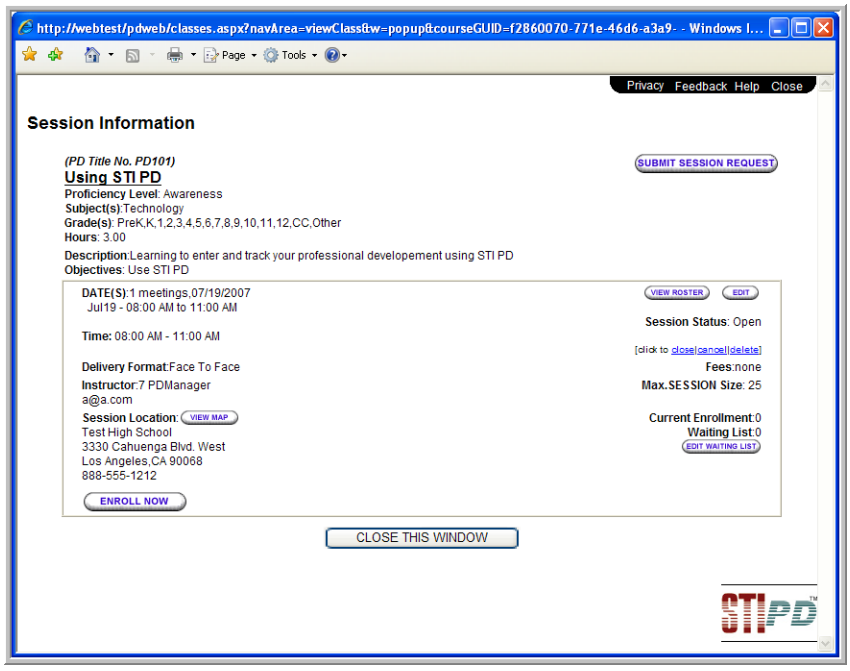
Copy and Use Information from a Previously Scheduled Session

This option allows you to copy and use information already created in a previous session. Once you have selected this option, you will see a list of all previous sessions for the selected PD Title.

To copy a session, click on the **Copy Session** button provided.

View Schedule

By clicking the **View Schedule** link for a PD Title, you will see a list of all sessions that have been scheduled for the selected PD Title. For each scheduled session, you may:

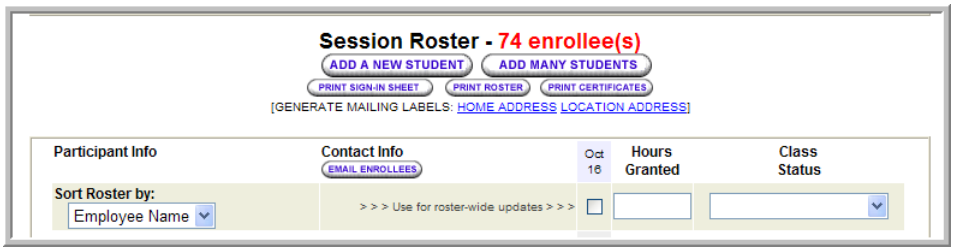


- **View Roster**: Shows the roster details for this session. You may update attendance, registrant status, completion status, etc., from this screen.
- **Edit Session Information**: Allows you to change the session details.

- **Close the Session**: This prevents any additional users from enrolling.
- **Cancel the Session**: Cancels the session and e-mails all enrollees (as well as instructors) a notice of the cancellation.
- **Delete the Session**: Permanently erases all information entered for this session. This includes enrollee information, payment information, attendance, etc. Only use this option if the session was created by error.
- **Edit Waiting List**: You may manage the session waiting list by adding and removing users from the list. Also, you may disable the waiting list feature if you do not wish for users to be able to enroll after the maximum enrollment has been reached.
- **Enroll Now**: Allows an employee to enroll in a session.

View Roster: Managing a Session Roster

This feature is found on the *Session Information* screen. Select this option to view the current roster for a selected session and/or to manage that roster.



- **Attendance**: You may mark attendance for an employee by selecting the checkboxes under each date he/she attended.
- **Credit**: You may enter the Hours of Credit Granted for each employee.
- **Status**: You may set a current class status for an employee, such as *Currently Enrolled*, *Completed Course*, *Withdrew from Course* and *Dropped Course*.
- **Add a New Student**: Allows addition of students to this roster
- **Add Many Students**: Allows addition of students based on employee number.
- **Print Sign In Sheet**: Prints a sign-in sheet with current students on roster.
- **Print Roster**: Creates a printout of the roster.
- **Mailing Labels**: Produces a text file that may be used with third-party programs such as Microsoft Word to use the Mail Merge feature to create your mailing labels for employees on this roster. The user may print mailing labels using the participant home address or the location address.
- **Email Enrollees**: Allows you to send an e-mail to student(s) on this roster.
- **Sort Roster By**: The user can sort the roster by the employee name or the location name.

- **Delete from Roster**: There are deletion options under each participant name on the roster. The PD Manager can check these boxes and then click **Update** at the bottom of the roster to delete all users are once.

Note: Be sure to click the **Save Roster Changes** link to save your changes after any modifications have been made to the roster.

Roster-Wide Updates

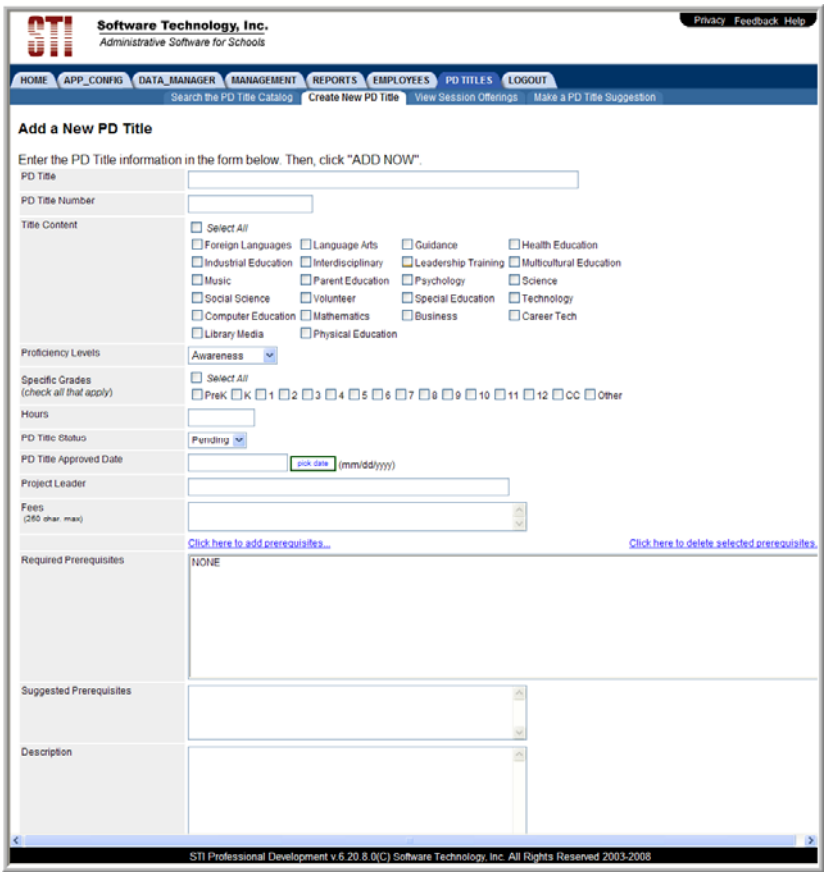
This area allows for changes to be made to entire roster at one time, without having to go to each student individually. This feature is located at the top of the roster.

Create New PD Title

Enter the information for the new PD Title and click the **Add Now** button. You may then add the session schedule for the class.

Note: The information entered here when creating a new PD Title will allow for Employees to search for PD Titles in the PD Title Catalog that meet specific criteria.

When you first create a PD Title, you do not have the option to **Attach Programs or Reference**. This may be done after the PD Title has been created, by *editing* the PD title.


Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME APP_CONFIG DATA_MANAGER MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Search the PD Title Catalog Create New PD Title View Session Offerings Make a PD Title Suggestion
Add a New PD Title
Enter the PD Title information in the form below. Then, click "ADD NOW".
PD Title
PD Title Number
Title Content
Select All
Foreign Languages Language Arts Guidance Health Education
Industrial Education Interdisciplinary Leadership Training Multicultural Education
Music Parent Education Psychology Science
Social Science Volunteer Special Education Technology
Computer Education Mathematics Business Career Tech
Library Media Physical Education
Proficiency Levels
Awareness
Specific Grades
(check all that apply)
Select All
PreK K 1 2 3 4 5 6 7 8 9 10 11 12 CC Other
Hours
PD Title Status
Pending
PD Title Approved Date
pick date
(mm/dd/yyyy)
Project Leader
Fees
(250 char. max)
Click here to add prerequisites...
Click here to delete selected prerequisites.
Required Prerequisites
NONE
Suggested Prerequisites
Description
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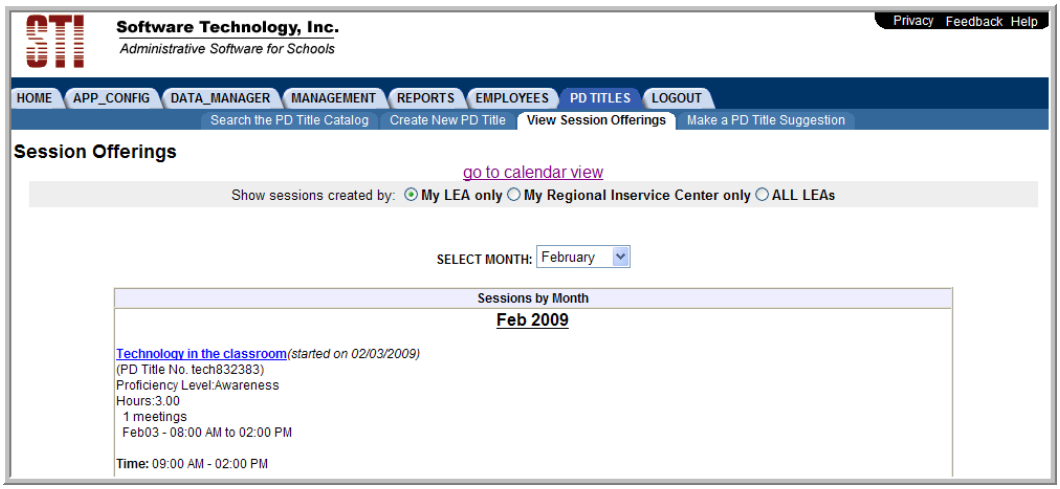
View Session Offerings

Session offerings may be shown in either *Calendar* or *List* view. Click on the desired class to edit Session information or to enroll in that class.

Note: You have the option of viewing session offerings for all LEA's or for your own LEA only.

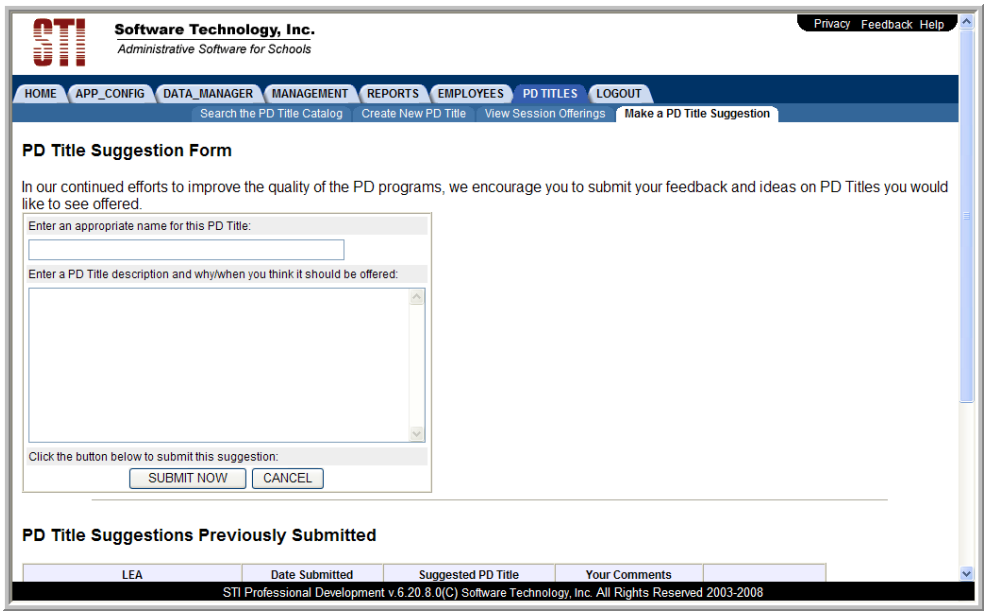

Software Technology, Inc.
Administrative Software for Schools
Privacy Feedback Help
HOME APP_CONFIG DATA_MANAGER MANAGEMENT REPORTS EMPLOYEES PD TITLES LOGOUT
Search the PD Title Catalog Create New PD Title View Session Offerings Make a PD Title Suggestion
Session Offerings
go to calendar view
Show sessions created by: My LEA only My Regional Inservice Center only ALL LEAs
SELECT MONTH: February
Sessions by Month
Feb 2009
Technology in the classroom(started on 02/03/2009)
(PD Title No. tech832383)
Proficiency Level:Awareness
Hours:3.00
1 meetings
Feb03 - 08:00 AM to 02:00 PM
Time: 09:00 AM - 02:00 PM

Make a PD Title Suggestion

Select this option to submit a suggestion for a PD Title that is not currently offered in your district. Fill out the PD Title suggestion form and click **Submit Now** to send the suggestion.

Note: This option is available for ALL employees.

After suggestions have been submitted, they may be viewed under the *Management* tab.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Search the PD Title Catalog Create New PD Title View Session Offerings Make a PD Title Suggestion
PD Title Suggestion Form
In our continued efforts to improve the quality of the PD programs, we encourage you to submit your feedback and ideas on PD Titles you would like to see offered.
Enter an appropriate name for this PD Title:
Enter a PD Title description and why/when you think it should be offered:
Click the button below to submit this suggestion:
SUBMIT NOW CANCEL
PD Title Suggestions Previously Submitted
LEA
Date Submitted
Suggested PD Title
Your Comments
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